



Ministry  
of Defence

**Ministry of Defence**  
Defence Business Services Secretariat  
Room 6303  
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Thornton-Cleveleys  
FY5 3WP

Email: [DBSRES-Secretariat@mod.gov.uk](mailto:DBSRES-Secretariat@mod.gov.uk)

Ref: FOI2018/08906

[REDACTED]

23 July 2018

Dear [REDACTED]

Thank you for your letter of 28 June 2018 to the Ministry of Defence (MOD) requesting the following information:

*"I wish to request a Statement of Entitlement of the Medals awarded to 2200950 Arthur Charles Edward MOUNTFIELD, Royal Engineers. I enclose a completed application form and a copy of the Death Certificate for Arthur C. E. Mountfield. He died in 1990 so more than 25 years have elapsed since his death."*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the Ministry of Defence and I can confirm that all the information in scope of your request is held.

I can confirm that Mr Arthur Charles Edward Mountfield's full medal entitlement is as follows:

France & Germany Star  
Defence Medal  
War Medal  
Efficiency Medal Territorial with 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Clasp

Under Section 16 of the FOIA (Advice and Assistance) you may be interested to know that information held on World War Two medal cards, where they exist, can be requested by writing directly to the Ministry of Defence Medal Office without referencing the Freedom of Information Act. Where the requestor has a general research interest, access to data will be limited unless the service person died more than 25 years ago. Requests for World War Two medal cards can be made by writing to the following address and should include a copy of the death certificate:

**Ministry of Defence Medal Office  
Imjin Barracks,  
Gloucester GL3 1HW**

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.gov.uk](mailto:CIO-FOI-IR@mod.gov.uk)). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,



Defence Business Services (Secretariat)