

Ministry of Defence

Authority for a third party to make an enquiry on your behalf

Use this form where you are making enquiries of the Ministry of Defence **on behalf of another person** and the subject matter involved, or nature of response required, is likely to include **special category personal data**. Examples include enquiries where a response might disclose information on the other person's:

- Physical or mental health
- Sexual activities of sexual orientation.
- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade Union membership

Such information will only be disclosed to the extent necessary to provide a meaningful and proportionate response to your enquiry.

I, , hereby authorise
[full name of individual concerned – who must also sign this declaration]

..... , who is my
[full name of person submitting enquiry on your behalf]

..... to make enquiries with MOD
[relationship – e.g. friend, neighbour, mother, son, etc.]

regarding
[overview of topic – e.g. my pension / my application to join the Army / my WPS claim / my complaint about xxxxx / my failed medical assessment / etc.]

Signed:
[signature of person to whom the enquiry relates]

Dated:

(NOTE: Both individuals named in this declaration must provide identification documentation alongside their enquiry. See <https://www.gov.uk/guidance/contact-the-ministry-of-defence> for more details on acceptable forms of ID.

This declaration will remain in place until your enquiry is concluded. You may withdraw this authority at any time by contacting us again.)