



**Request for Service Details  
Of Deceased Ex-Service Personnel  
(including information held on casualty records)  
Disclosure to General Enquirers**



**Note that if you are not the Next of Kin and do not have the consent of the Next of Kin**, then for a period of 25 years following the date of death the only information that will be disclosed to you is: Surname, Forename, Rank, Service, Service Number, Regiment/Corps, Place of Birth, Age, Date of Death, the date an individual joined the service and the date of leaving. After this period then, depending on what information is held, an individual's record of service can be disclosed, this information is likely to consist of: **an account of the dates that the individual served with the Armed Forces, the units in which he/she served and the locations of those units, the ranks in which the service was carried out and details of any orders of chivalry and gallantry medals (decorations of valour) some of which may already have been announced in the London Gazette.**

In accordance with the Data Protection Act 1998, the Ministry of Defence will collect, use, protect and retain the information on this form in connection with all matters relating to our personnel administration and policies.

**PART 1 – YOUR PERSONAL DETAILS**

Date	Surname / Family name <i>(Block Capitals)</i>	Telephone No.
Forenames / First names <i>(In Full)</i>		
Full Address		
e-mail address		

**Proof of death is required before a request can be accepted.** However, if the date of birth of the individual was more than 116 years ago the requirement will be waived.

There is a charge of £30.00 [per record requested] for provision of this service.

The information that is held on individuals varies, and until the search has been undertaken there is no way of knowing what information is held. In a small number

of cases no information is found. If a search is unsuccessful we are unable to refund payment.

**Please now follow the Related Pages link to complete one of the Service-specific search forms to provide details to enable a search to be made.**

When complete send both Part 1 (this form) and Part 2 (service-specific form) to the address given on the Service specific search form. **You must also include:**

- a. Payment [Cheque for £30 (Sterling) per record requested. Details of who to make this payable to are found on the Service-specific forms]**
- b. Please note that this payment is not refundable.**
- c. If less than 25 years since the date of death you must provide evidence of consent from the Next of Kin.**

The personal data that you have provided in the form will be used only for the purposes of processing your request for information by the relevant branch of MOD; this form will be retained for 2 years and then destroyed.

By submitting this form you are confirming that you understand the above and that you agree that your personal data can be used as stated.