



**Request for Service Details  
Of Deceased Ex-Service Personnel Disclosure to Next  
of Kin or with Consent of Next of Kin  
Certificate of Kinship**



**In the first 25 years from the date of death information from the personal record of deceased Ex-Service Personnel can be released only to the official Next of Kin, or with the consent of the official Next of Kin.** This form aims to identify whose consent is required and the data you provide will be used only in connection with your enquiry.

**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. If you require this information please use the form for Disclosure to General Enquirers.

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 – NEXT OF KIN DETAILS**

The official Next of Kin is the first Person in the following list who is **still alive**.

Read the list below when you come to the first living relative place an 'X' in the box and write their full name next to it.

List of Relatives – Only place an 'X' in the box of the first living relative and write their full names next to it.

<b>Widow / Widower</b>	<input type="checkbox"/>	
<b>Son / Daughter</b>	<input type="checkbox"/>	
<b>Grandchild</b>	<input type="checkbox"/>	
<b>Father / Mother</b>	<input type="checkbox"/>	
<b>Brother / Sister</b>	<input type="checkbox"/>	
<b>Nephew / Niece</b>	<input type="checkbox"/>	
<b>Grandparent</b>	<input type="checkbox"/>	
<b>Other (specify)</b>	<input type="checkbox"/>	

**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. The widow/widower or civil partner at time of death will be provided with information free of charge. Other family members, given consent by the Next of Kin, will be charged the fee for provision of this service, currently set at £30 per record.

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.

If you are not the official Next of Kin you must send us the written authority of the person named above for the information to be released to you. **Now please complete Part 2.**

## PART 2 – DECLARATION

To the best of my knowledge the information I have given is correct and as full as possible

**WARNING!**  
**It is an offence to knowingly withhold relevant information or give false information**

Please note that you **may** be asked to provide proof of Kinship.

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

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

When completed send Parts 1, 2 (this form) and 3 (service-specific form) to the address given on the service-specific form.

**You must also include:**

- a. The written authority of the Next of Kin if not yourself.**
- b. If you are NOT the surviving spouse or civil partner of the deceased, then include payment [Cheque for £30 (Sterling) per record requested]. Details of who to make this payable to are found on the Service-specific forms.**
- c. Please note that this payment is not refundable.**

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