



## Request for Information held on the Personnel Records of Deceased Service Personnel



### Application Form Part 1 for Next of Kin or Enquirers with the Consent of Next of Kin

This form should **only** be completed by

- the immediate next of kin of the deceased subject or
- those who are able to provide the consent of the next of kin. (This form can be used by any applicant to provide evidence that the consent of the immediate next of kin has been given for them to be provided with the information from the Record of Service that would normally be withheld from other than the immediate next of kin for the first 25 years following the death of the deceased subject.)

If you are not able to meet the conditions highlighted above you can apply on the Application Form Part 1 for General Enquirers (see link on the Service Records information page). Please note if the person whose record you seek died less than 25 years ago a restriction is placed on the information that will be provided in recognition of the MOD's duty of care to the deceased's family.

The administration fee of £30 will be waived for applications from those who were the spouse or civil partner of the subject at the time of death (or parent if there was no spouse or civil partner).

#### APPLICANT DETAILS

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 your relationship with the deceased subject.**

Forenames / First names (*In Full*)

Surname / Family name (*Block Capitals*)

Signature

Full Address including post code

Telephone No (optional)

e-mail address (optional)

Date of Application

- The immediate Next of Kin whose consent is required for disclosure of the record is the first Person in the following list that is **still alive**.
- Read the list below and when you come to the first living relative of the deceased subject place an 'X' in the box and write their full name next to it. This process will enable you to identify the person who the MOD will regard as the immediate Next of Kin.

Spouse / Civil Partner

☐

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

**Next of Kin Declaration** (complete as appropriate):

- a) I certify that I [*INSERT FULL NAME*] am the immediate ☐  
next of kin of [*INSERT NAME OF DECEASED*] and  
request the Service record of my late [*RELATIONSHIP*]
- b) I certify that I [*INSERT FULL NAME*] am the immediate ☐  
next of kin of [*INSERT NAME OF DECEASED*] and give consent to  
MOD to disclose the Record of Service of my late [*RELATIONSHIP*]  
to [*NAME OF PERSON MAKING THE APPLICATION*]

Signature of Next of Kin ..... Date .....

*(Please provide the following contact details if the Applicant is not the immediate next of kin)*

Full Address including post code .....

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e-mail address (optional) .....Telephone No. (optional) .....

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**Please now complete one of the Service-specific search forms (Application Part 2) and provide details to enable a search to be made.** The relevant Service-specific forms can be downloaded and printed from the link on the Service Records Information page.

When complete send both Application Part 1 (this form) and the appropriate Application Part 2 (Service-specific search form) to the address provided on the Service-specific search form.

**You must also include:**

- i. The written authority of the immediate Next of Kin on this form if you are not the next of kin.
- ii. If you were NOT the spouse or civil partner of the subject at the time of death (or parent if there was no spouse or civil partner), then include an administration payment [Cheque for £30 (Sterling) per record requested].

- Cheques should be made payable to "The MOD Accounting Officer" when searches of the RN/RM or Army service records are requested.

- For searches of RAF records, cheques should be made payable to "HMG Sub Account 3627".

Please note that payments are not refundable.

- iii. A copy of the death certificate of the person whose record you seek.

The personal data that you have provided in this 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.