



## APPLICATION FOR MILITARY SERVICE INFORMATION Part One: INSTRUCTIONS

### OPEN RECORDS

#### Before 1914

To find out what records exist and how to access them, please consult our website [www.collectionscanada.gc.ca/genealogy](http://www.collectionscanada.gc.ca/genealogy) under What to Search - Topics: Military: Canadian Forces before 1914. If you do not have Internet access, send a letter with identifying details to the Canadian Genealogy Centre, Library and Archives Canada, 395 Wellington St., Ottawa ON, K1A 0N4.

#### First World War (1914-1918)

You can search our online database Soldiers of the First World War to identify a specific military service file: <http://www.collectionscanada.gc.ca/databases/ceff/index-e.html>. Please read the database online help pages to find out how to order a copy of a file. Note that requests for copies must include an archival reference. If you do not have Internet access, send a letter with identifying details to the Canadian Genealogy Centre, Library and Archives Canada, 395 Wellington St., Ottawa ON, K1A 0N4.

#### Second World War (1939-1945): Killed in Action

You can search our online database Second World War Service Files: Canadian Armed Forces War Dead to identify a specific military service file: <http://www.collectionscanada.gc.ca/databases/war-dead/index-e.html>. Please read the database online help pages to find out how to order a copy of a file. Note that requests for copies must include an archival reference. The database includes those who died in service from 1939 to 1947.

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**For all other military service files (1919-1997),  
including Second World War (not killed in action), access restrictions apply.  
PLEASE FILL THIS FORM**

**For individuals still living:** Personal information cannot be released without the written consent of the individual concerned.

**For individuals deceased less than 20 years:** Only limited personal information will be released to an immediate family member (spouse, parent, sibling, child or grandchild) of the individual concerned if proof of relationship and proof of death are provided. Proof of death is not required if the individual died while serving in the Canadian Armed Forces.

**For individuals deceased more than 20 years:** Personal information will be released on an individual deceased for more than 20 years if proof of death is provided. Proof of death is not required if the individual died while serving in the Canadian Armed Forces.

Please do not send original documents; photocopies are acceptable.

The following are examples of documents accepted as proof of death: death certificate, newspaper obituary, funeral notice or photograph of the grave-stone.

The following are examples of documents acceptable as proof of relationship: newspaper obituary, baptismal certificate, marriage certificate, full-form birth certificate that indicates parents' names. A wallet-sized birth certificate is not acceptable. Documents must clearly show the relationship between the service member and the requestor; both names must appear on the document.

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### From 1st January 1998 to the present

For requests for information concerning Canadian Forces members currently serving or who were released from service or died in service from 1 January 1998 to the present, please write to:

Department of National Defence  
Director, Access to Information and Privacy (DAIP)  
National Defence Headquarters  
Ottawa, ON K1A 0K2

**Exception:** Requests for **medical and dental records only** of Canadian Armed Forces members who are currently serving or who were released from service or who died in service **more than five years ago** are handled by Library and Archives Canada.



### APPLICATION FOR MILITARY SERVICE INFORMATION

Part Two: APPLICATION FORM FOR RECORDS 1919 to 1997 **PROTECTED (when completed)**

\*\*\* See Part One "Instructions" for access conditions and for information about earlier and later records \*\*\*

#### DETAILS OF SERVICE PERSON (please print)

Surname /Maiden name \_\_\_\_\_ Given name(s) \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Service number or rank \_\_\_\_\_

Branch of service:

Army     Navy     Air Force     Wartime     Regular     Reserve

Dates of service (approximate years) \_\_\_\_\_

Father's name \_\_\_\_\_ Mother's name \_\_\_\_\_

Name of spouse \_\_\_\_\_ Place of enlistment \_\_\_\_\_

Your relationship to this individual \_\_\_\_\_ If the individual is deceased, date and place of death \_\_\_\_\_

I have enclosed proof of death  I have enclosed proof of relationship (if the person is deceased less than 20 years)

#### WHAT DOCUMENTS ARE YOU REQUESTING?

Copy of discharge certificate     Genealogy package (copies of selected documents that highlight/summarize the individual's service; only available for records after 1918)

Other (please specify) \_\_\_\_\_

Reason for request

Pension/Benefits     Bursary/Scholarship     Employment     Veterans' organization(s)     Family history

Other (please specify) \_\_\_\_\_

#### YOUR CONTACT INFORMATION (please print)

Your name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

#### SIGNATURE (You must sign this form)

Your signature \_\_\_\_\_ Date \_\_\_\_\_

**Complete and send by mail or fax to:**

ATIP and Personnel Records Division, Library and Archives Canada  
395 Wellington St. Ottawa ON K1A 0N4

Fax: (613) 947-8456

The information you provide on this form, collected to provide you with military personnel information, is described in Library and Archives Canada (LAC) Personal Information Bank LAC PPU 030 (Research and Photocopy Applications). It will be retained for five years and then destroyed. Its use is restricted to authorized LAC personnel to respond to your request and to compile statistics. It may be used to survey your use of our research services.