



## APPLICATION FOR MILITARY SERVICE INFORMATION Part One: INSTRUCTIONS

### OPEN RECORDS (no access restrictions; please do not use this form)

#### **Before 1914**

To find out what records exist and how to access them, please consult our website [www.bac-lac.gc.ca/eng/](http://www.bac-lac.gc.ca/eng/). Click on Online Research and select Military Heritage. See the left-hand menu for specific time periods.

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

Service files are being digitized on our website [www.bac-lac.gc.ca/eng/](http://www.bac-lac.gc.ca/eng/). Under Popular Topics, click on First World War and select Databases. For records that are not yet digitized, see the 'How to Order Copies' section in each database.

#### **Service Files of the Second World War - War Dead, 1939-1947**

This database can be searched on our website [www.bac-lac.gc.ca/eng/](http://www.bac-lac.gc.ca/eng/). Under Online Research, click on Military Heritage and select Databases. Search the database, then read the section called 'How to obtain copies or consult a file'.

For any of these open records, if you do not have Internet access, our genealogy consultants can provide guidance about what records are available and how to access them. Send a letter with the individual's name and identifying details to Reference Services, Library and Archives Canada, 395 Wellington St., Ottawa ON K1A 0N4.

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### For all other military service files (1919-1997), including Second World War (not killed in action), access restrictions apply. PLEASE USE 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 gravestone.

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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### FOR MILITARY SERVICE FILES FROM 1st January 1998 to the present

For requests for information concerning Canadian Forces **Regular members** (from 1<sup>st</sup> January 1998 to present) and for Canadian Forces **Reserve members** (from 1<sup>st</sup> March 2008 to present) please send a written, signed request to:

Access to Information and Privacy Coordinator  
National Defence Headquarters  
101 Colonel By Drive  
Ottawa, ON K1A 0K2

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



## Part Two: APPLICATION FORM FOR MILITARY SERVICE INFORMATION, 1919 to 1997

\* 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 1919)  
 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 Section, Library and Archives Canada  
395 Wellington St., Ottawa ON K1A 0N4

Fax: (613) 947-8456