



Library and Archives Canada
Bibliothèque et Archives Canada



APPLICATION FOR MILITARY SERVICE INFORMATION Part One: INSTRUCTIONS

Records before 1914 - open without access restrictions

To find out what records exist and how to access them, please consult our website 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) - open without access restrictions

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 only - open without access restrictions

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.

For all other military service files (1919-1997), including Second World War (not killed in action), Library and Archives Canada applies access restrictions.

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 in service.

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 in service.

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.

From 1st January 1998 to the present: access restrictions apply

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

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

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.



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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.