



## APPLICATION FOR MILITARY SERVICE INFORMATION

There are no restrictions on military records for the First World War (1914-1918) or earlier. Proof of death is not required. If you have Internet access, please consult our Web site [www.collectionscanada.ca/genealogy](http://www.collectionscanada.ca/genealogy) for information about how to access those records. Select Sources by Topic: Military.

### Criteria concerning the release of personal information from service files after 1918, including Second World War files:

- Access to personal information relating to an individual who is still living requires that person's signed consent.
- If the individual has been deceased for less than 20 years, limited information may be released to immediate family. Proof of death and relationship must be provided.
- There are no restrictions on access to information relating to an individual who has been deceased for more than 20 years. Proof of death is required.

**Proof of Death:** A copy of a death certificate, newspaper obituary or funeral home notice. Note that proof of death is not required if the individual died while serving.

**Proof of Relationship:** A photocopy of a document that clearly demonstrates the relationship between yourself and the individual concerned. Both names must appear on the document (e.g. a newspaper obituary, baptismal certificate or full-form birth certificate). A wallet-sized birth certificate that does not indicate parents' names is not accepted.

**Immediate Family:** A parent, spouse, child, sibling or grandchild of the individual.

### DETAILS OF SERVICE PERSON (please print)

Surname ..... Given name(s) .....

Date of birth ..... Place of birth .....

Service number, rank or SIN .....

Branch of service:

Army       Navy       Air Force       Wartime       Regular Service       Reserve

Dates of service (approximate years) .....

Father's name ..... Mother's name .....

Name of spouse .....

### 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 (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 .....

Telephone ..... Fax .....

E-mail .....

Your signature ..... Date .....

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

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

Fax: (613) 947-8456