



APPLICATION INSTRUCTIONS FOR MILITARY SERVICE INFORMATION

OPEN RECORDS: Please note that certain records have no access restrictions; please do not use this form in the following cases:

Before 1914

To find out what records exist and how to access them, please consult our website 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 and made available on our website 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/. Under Online Research, select 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.

**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 ([pdf form](#)).

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.

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 requester; both names must appear on the document.

Upon completion of this form, please send by mail or fax to:

Access to Information, Privacy and Personnel Records Coordinator
Library and Archives Canada,
395 Wellington St., Ottawa ON, K1A 0N4, fax 613-947-8456.

Please do not send original documents; photocopies are acceptable.

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

For requests for information concerning Canadian Forces **Regular members** (from 1st January 1998 to present) and for Canadian Forces **Reserve members** (from 1st 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 in which case, this form should be used.



APPLICATION FOR MILITARY SERVICE INFORMATION

Federal Government Institution

Library and Archives Canada

Details of Service Person

Branch of Service			Wartime		Regular		Reserve	
Navy		Army		Air Force				
Service Person Surname / Maiden Name				Given Name(s)				
Date of birth			Place of Birth					
Service Number			Rank		Dates of Service (Approx. years)			

Father's Name		Mother's Name		Spouse's Name			
Your relationship to this individual		If individual is deceased:		Date of death		Place of Death	
I have enclosed proof of death		I have enclosed proof of relationship (if person has been deceased less than 20 years)					

Required Information This is for my own service records Yes No

<input checked="" type="checkbox"/> Proof of Service <input checked="" type="checkbox"/> Genealogy Package* *Copies of selected documents that highlight or summarize the individual's service; available only for records after 1919 Other _____		Reason <input checked="" type="checkbox"/> Family History <input checked="" type="checkbox"/> Veterans Organization <input checked="" type="checkbox"/> Pension <input checked="" type="checkbox"/> Bursary / Scholarship <input checked="" type="checkbox"/> Employment Other _____	
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Applicant Information

Applicant Name (Previous name if applicable)					
Address/Street			Apt#	City or Town	
Province	Postal Code	Phone	Phone (Other)	Email	

Signature _____	Date (yyyy-mm-dd)
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Privacy Notice: The information you provided on this form is collected under the authority of the [Privacy Act](#) for the purpose of responding to this request. This information cannot be disclosed to other persons without your consent except where disclosure would be justified pursuant to one of the paragraphs of subsection 8(2) of the [Privacy Act](#). This information collected is described in Library and Archives Canada (LAC) Personal Information Bank LAC PRN 930 (ATIP and PR Requests) detailed at [Library and Archives Canada's](#) web site.