



**Request for Service Details
of a Deceased Ex-Serviceman/woman**

Certificate of Kinship

Information from the personal record of a deceased Ex-serviceman/woman can be released only with the consent of the official Next of Kin. This form aims to identify whose consent is required and the data you provide will be used **only** in connection with your enquiry. This form is retained for 2 years should you have subsequent queries.



Part 1 – DETAILS OF DECEASED SERVICEMAN/WOMAN

Surname	
Full Forenames	
Official Service and/or Civilian Staff Number	
National Insurance Number	
Service Career, e.g. Date(s) of joining / leaving Service (RN, RNR, RNVR, RNIVR, etc)	
Date of Birth	
State clearly the information you require, with dates where known e.g. naval records whilst serving at HMS Centurion 1990-1993 <i>(Please continue on a separate sheet, if necessary)</i>	

Part 2 – DETAILS OF KINSHIP

Information from the personal record of the deceased Ex-Serviceman/woman can be released only to the official **Next of Kin**.

The official Next of Kin is the first Person in the following list who is **still alive**.

Read the list below, when you come to the first **living** relative, tick the box and **write their full names** next to it.

List of Relatives **Only tick the box of the first living relative and write their names next to it.**

Widow / Widower	<input type="checkbox"/>	
Son / Daughter	<input type="checkbox"/>	
Grandchild	<input type="checkbox"/>	
Father / Mother	<input type="checkbox"/>	
Brother /Sister	<input type="checkbox"/>	
Nephew / Niece	<input type="checkbox"/>	
Grandparent	<input type="checkbox"/>	
Other (Specify)	<input type="checkbox"/>	

Remember

Only
Tick
One
Box

If you are not the official Next of Kin you must send us the written authority of the person named above for the information to be released to you.

Now please complete Part 2.

Part 2 - DECLARATION

To the best of my knowledge the information I have given is correct and as full as possible.

WARNING!

It is an offence knowingly to withhold relevant information or to give false information.

Date	Surname (Block Capitals)	Signature
Forenames (In Full)		

Full Address and Tel. No.

Please return this form to the address given. You must enclose also:

- a. The written authority of the Next of Kin, if not yourself.
- b. Evidence of the ex-serviceman's/woman's death (e.g. a photocopy of the Death Certificate) if he/she died after discharge from the Service.
- c. Evidence of the link with you, if appropriate ie marriage certificate, birth certificate, etc
- d. If you are NOT the surviving spouse of the deceased, Payment [Cheque for £30 made payable to: 'The Accounting Officer MOD'.]