



**Request for Information held on Deceased former members of the Home Guard**

**Application Form Part 1 for Home Guard records**



Information contained within the Home Guard records is very limited. With a few exceptions it normally consists of one double sided A4 sheet of paper (Army Form W3066) containing personal details on enlistment and very little else. No details are held of the duties performed by an individual during his service.

Subject to the payment of a non-refundable administration fee of £30 per record and provision of a death certificate all information contained in the Home Guard records will normally be provided in full. It should be noted that a considerable proportion of searches for Home Guard records prove to be unsuccessful. Data protection requirements prevent the processing of requests from other than from the subject of the record without a death certificate.

**APPLICANT DETAILS**

Forenames / First names (*In Full*)

Surname / Family name (*Block Capitals*)

Signature

Full Address including post code

Telephone No (optional)

e-mail address (optional)

Date of Application

- **You are required to provide a copy of a death certificate as proof of death before a request can be accepted.** However, if the date of birth of the individual was more than 116 years ago, the requirement to provide a death certificate will be waived.
- There is an administration fee of £30.00 per record requested for provision of this service.
- The information that is held on individuals varies, and until the search has been undertaken there is no way of knowing what information is held. In a small number of cases no information is found. If a search is unsuccessful we are unable to refund payment.

**Please now complete the Home Guard search form (Part 2) and provide details to enable a search to be made.** This form can be downloaded and printed from the link on the Service Records Information page.

When complete send both Application Part 1 (this form) and Application Part 2 (Home Guard search form) to the address provided on the Home Guard search form.

**You must also include:**

**i. Payment [Cheque for £30 (Sterling) per record requested].**

- Cheques should be made payable to "The MOD Accounting Officer" when searches of Home Guard records are requested.

**Please note that payments are not refundable.**

**ii. A copy of the death certificate of the person whose record you seek.**

The personal data that you have provided in this form will be used only for the purposes of processing your request for information by the relevant branch of MOD; this form will be retained for 2 years and then destroyed.

By signing this form you are confirming that you understand the above and that you agree that your personal data can be used as stated.

# SEARCH DOCUMENT

## Application Part 2 – Home Guard

It is essential that you complete this form as fully and accurately as possible. When it is complete it should be returned to:

Army Personnel Centre  
Support P & D Branch  
Historical Disclosures MP 555,  
Kentigern House, 65 Brown Street  
Glasgow G2 8EX

### DETAILS OF DECEASED FORMER MEMBER OF THE HOME GUARD

Some of these fields are **MANDATORY**. If you are unable to complete them, your application cannot proceed.

Surname - **MANDATORY**

Forenames (in Full) – **MANDATORY**

Date of Birth – **MANDATORY**

County Served In - **MANDATORY**

Address on Enlistment - \*

Address on Discharge if Different - \*

\* Partial Address May Be Acceptable

### PLEASE PROVIDE AS MUCH OF THE FOLLOWING INFORMATION AS POSSIBLE

Numbers of all Battalions and Companies in which served

Date of Discharge

National Registration Number

Other Service Information (e.g. Service in Anti-Aircraft Gun, Railways, Post Office, Council or Civil Service Units).

**You must include:**

- The Home Guard Application form (Part 1).
- A copy of the former Home Guard member's Death Certificate.
- Administration payment - Cheque for £30 (Sterling) per record requested made payable to 'The MOD Accounting Officer'.

**PLEASE BEAR IN MIND THAT A NUMBER OF SEARCHES ARE UNSUCCESSFUL EVEN IF COMPREHENSIVE IDENTIFYING DETAILS ARE SUPPLIED**