



NZDF ARCHIVES

Request for: SERVICE PERSONNEL FILE, or
 GENERAL INFORMATION
(Statements of Service, Service checks etc)

– See over for guidelines, contact details and service charges –

A. Service Personnel Details

Surname:
Full given names:
Any other names known by:
Date and place of birth:
Living / deceased:

Note 1: if the person concerned died after leaving the services you will need to attach some form of notification of death (see next page for details).

Service Number: Rank:
Navy / Army / Air Force:
Period of service / Years served: Regiment / Battalion / Unit:
Next-of-kin at time of enlistment:
Address at time of enlistment:
.....
Occupation at time of enlistment:

Note 2: it is important that you submit as much information as possible to assist the Archive Staff in identifying the correct file.

B. Enquirer / Customer's Details

Full name:
Full address:
[street address] [suburb] [city & postcode]
Phone number / e-mail:
Information required:
.....
.....
Purpose for which it is required:
Will this be published? No / Yes – Author:
Title: Publisher:

Signature: Date:

Note 3: when requesting information from your own file you must sign this form to validate the enquiry.

<p>Postal address and contact details: NZDF Archives Personnel Enquiries Trentham Military Camp Private Bag 905 Upper Hutt 5140 New Zealand</p> <p>Tel: (INT: 064) / (NZ: 04) 527 5280 Fax: (04) 527 5275</p> <p>e-mail: personnel.archives@nzdf.mil.nz web: http://www.nzdf.mil.nz/personnel-records</p>	<p>Charges:</p> <ul style="list-style-type: none"> • First individual file – no charge • Second individual file, or repeat requests within a 12-month period– \$28 per subject. <p>Payment is by cheque only.</p> <p>Cheques should be made payable to 'The New Zealand Defence Force'.</p> <p>Overseas payments should be paid by a bank draft drawn on a New Zealand bank.</p>
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1. NZDF Archives holds the files of all those who served in New Zealand's military forces from the 1st January 1921 to the present day. Please note that:
 - a) The only South African War and First World War records available from this office are for those who served beyond 1st January 1921 or who re-enlisted for service in the Second World War. All other pre-1921 files are held by Archives New Zealand in Wellington.
 - b) We do not hold any other military archive material or photographic collection/s.
2. Access to personnel information held by NZDF Archives is governed by the following legal provisions: The Official Information Act 1982, The Privacy Act 1993 and The Health Information Privacy Code 1994.
3. All the material we hold is protected by copyright and copies are provided on the understanding that they for personal research purposes or private study only. NZDF copyright permission is required before this material can be used for any other reason.
4. **Enquiries about living former servicemen and women:**
 - a) You can request a copy of your own service record by writing to us at NZDF Archives. Your request must be in writing and signed by you in order to validate the enquiry.
 - b) If you are requesting details about another living person, information can be disclosed only if you have the signed and written authorisation of the individual concerned. NZDF Archives will not release information unless you can show us this authority.
 - c) If you cannot do this because the person concerned is unable to provide this authorisation, then we will need to receive a signed request from the person who holds the relevant 'Power of Attorney'. We also require a copy of the Power of Attorney documents for verification purposes.
5. **Enquiries about deceased former servicemen and women:**
 - a) Anyone can request the service records of deceased former service personnel, whether it is for a research project, your family history or your personal interest.
 - b) If the person concerned died after leaving the services this fact may not be recorded on their file. In such cases you will need to send us some form of "proof of death". This could be a copy of a death certificate, newspaper death notice, funeral service sheet or photograph of the headstone. No Government department or Returned Service Association is responsible for informing us of a death.
6. **Medals Enquiries:** for all medals enquiries, please write to:

Staff Officer Medals
The Medals Office
Headquarters New Zealand Defence Force
Private Bag 905
Upper Hutt 5140
New Zealand

For further information about medal entitlement and the issue of replacement medals and ribbons, please visit the NZDF Medals Site at <http://medals.nzdf.mil.nz>.