



For access to personnel records held by the Department of Defence
This form is for Ex serving members who are seeking their service and medical records
OR Spouses/relatives of Deceased Ex serving members.
You must provide a copy of Photo Identification when making your application.
If you do not have photo identification, you may provide a statutory declaration attesting to your identity.

Ex MEMBER DETAILS (if applicable)

Ex Member surname

Ex Member given name(s)

Other names by which Ex Member may be known

Service number / PMKeys number

Branch of service

ARMY

AIR FORCE

NAVY

Date of enlistment

Date of discharge

Date of birth

Date of death

Please tick the documents you want:

SERVICE RECORDS

MEDICAL RECORDS

Ex Members Signature

Date

APPLICANT DETAILS

Surname

Given name(s)

Your relationship to the Ex Member

Marriage Certificate/Death Certificate

Reason and urgency of request

Postal Address

Email

Postcode

Preferred contact number (include STD code)

Please send a copy of the documents to me

Please send copy of documents to my representative

Applicant's Signature

Date

REPRESENTATIVE DETAILS

I, the applicant named, appoint the person named below to Act as my representative for my request for access to documents. I authorise Defence to deal with the representative concerning my application.

Representative's surname

Representative's given name (s)

Organisation name

Representative's postal address

Postcode

Email

Representative's preferred contact number (include STD code)

Representative's Signature

Date

Please send completed form to appropriate area.

This form is not to be used for any other agency

*If seeking WWI or WWII records please call the National Archives of Australia on 1300 886 881 or see below
If you are seeking Army medical records prior to discharging in 1947 or Air Force medical records prior to discharging in 1952, please contact
Department of Veterans' Affairs on the details provided below.*

Navy/Army/Air Force Personnel Records & Medical Records

Defence Archive Centre – Fort Queenscliff (DAC-FQ)
GPO Box 1932
MELBOURNE VIC 3001

Telephone No: (03) 5258 0675

Email: adf.persrecordenquiries@defence.gov.au

Please specify which Service

Department of Veteran's Affairs

Senior FOI Officer
Freedom of Information
GPO Box 9998
SYDNEY NSW 2001

Email: foi@dva.gov.au

Website: www.dva.gov.au

Telephone No: 13 3254

*NB: Please ensure all emailed forms are **SIGNED** and scanned.*

National Archives of Australia

National Archives of Australia
PO Box 7425
CANBERRA BC ACT 2610

Email: archives@naa.gov.au

Website: www.naa.gov.au