



the sandf

Department
Defence
REPUBLIC OF SOUTH AFRICA

APPLICATION FORM OBTAINABLE AT RECEPRION

APPLICATION FOR THE SERVICE DETAILS OF MILITARY VETERANS

1. CATOGORY OF INFORMATION BEING REQUESTED PLEASE MARK THE RELEVANT BOX BELOW WITH AN X

1.	Service Certificate of Military Veteran	
2.	Service Certificate of Military Veteran (for Emigration purposes)	
3.	Record of Service of Military Veteran	
4.	Course report/s of Military Veteran	
5.	Military driver's License of Military Veteran	
6.	<u>OTHER please state)</u>	

2. PARTICULARS OF PERSON REQUESTING ACCESS TO THE SERVICE DETAILS OF THE MILITARY VETERAN:

Surname	
Full names	
Force Number	
Title or Rank	
Identity no	
CONTACT DETAILS	
Postal / Street address:	
Telephone number	
Cell phone number	
E-Mail address	

3. CAPACITY IN WHICH THE REQUEST TO SERVICE RECORD IS MADE, PLEASE INDICATE WITH AN X

1.	Former Member of the South African National Defence Force	
2.	Immediate Next-of-Kin	
3.	Third Parties (not immediate Next-of-Kin)	

4. DETAILS OF MILITARY VETERAN WHOSE SERVICE DETAILS ARE BEINGREQUESTED (AN ADDENDUM HAS BEEN ATTACHED TO PAGE 3 SHOULD THER EBE ANY ADDITIONAL SERVICE DETAILS FOR THE MILITARY VETERAN BEING REQUESTED

Surname	
Full names	
Force Number	
Title or Rank	
Identity Number	
CONTACT DETAILS	
Postal / Street Address	
Telephone Number	
Cell phone Number	
E-Mail Address	

5. PLEASE INDICATE WITH AN (X) HOW DO YOU WISH TO RECEIVE THE RECORD/S CONCERNED

1.	Records to be personally collected at the Doc C	
2.	By post	
3.	By e-mail	

PLEASE NOTE

1. Applications for the Service Records of Military Veterans are divided into the following categories:
 - a. Standard Service Certificates.
 - b. Service Certificates (for Emigration Purposes)*
 - c. Records of Service.
 - d. Course Reports and/or Qualifications.
 - e. Military Driver's Licenses.
 - f. Medals.
 - g. Other (make provision for any supplementary information a requestor may wish to include on their application form)
2. All requests must have the following generic details:
 - a. The Full Names and Surname of the Military Veteran concerned.
 - b. The Force number of the Military Veteran concerned (referred to as Regimental Numbers in case of WWI or WWII veterans)
 - c. A copy of the requestor's Identity document.
3. Basic conditions attached to the application for the Service Records of Military Veterans in the following instances:
 - a. In instances where former Military Veterans apply for their own service details the following need to be attached to their request:
 - i. A written request drafted by the Military Veterans requesting access to their own service details. To this end the completion of this form will suffice.
 - ii. A copy of the Military Veterans Identity document will accompany the request.
 - b. In the instance where the immediate next-of-kin apply for the service details of a Military Veteran either for themselves or on behalf of the Military Veteran, the following documents must accompany their request, namely:
 - i. A sworn affidavit wherein the immediate next-of-kin state their kinship to the Military Veteran on whose behalf they are submitting this request for.
 - ii. If the Military Veteran is still alive, they are required to provide their immediate next-of-kin with the written authorisation that they may request the required documentation on their behalf.
 - iii. A copy of the Military Veteran's identity document will need to accompany this request.
 - iv. A copy of the immediate next-of-kin's identity document will also need to accompany this request.
 - v. If the veteran is deceased the immediate next-of-kin would need to confirm their date of passing by attaching a copy of the Death Certificate.
 - vi. Should there be no Death Certificate then a sworn affidavit confirming this fact will suffice.
 - c. In instance where third parties (not the immediate next-of-kin) apply for the service details of Military Veterans either for themselves or on behalf of the immediate next-of-kin or on behalf of the military Veteran the following documents must accompany their request namely:
 - i. If the Military Veteran is still alive they are required to give the third party written authorization to request the required documentation.
 - ii. A copy of the Military Veteran's identity document will need to accompany this request.
 - iii. A copy of the third party's identity document will also need to accompany this request.
 - iv. If the veteran is deceased the third party will also to obtain written authorization from the immediate next-of-kin that they may request this information.
 - v. The immediate next-of-kin authorization must be accompanied by an affidavit stating their relation to the deceased.
 - vi. The third party would also need confirm the date of passing by attaching a copy of the Death Certificate.
 - vii. Should there be no Death Certificate then a sworn affidavit confirming this fact will suffice.
 - d. *Service Certificate (for Emigration Purposes) After being issued with Service Certificate (for Emigration Purposes) requesters will then need to directly liaise with the Directorate Personnel Separation in order to be issued with supplementary requisite Clearance Certificate. This office herewith include the contact details of the Directorate Personnel Separation for future reference:

Directorate Personnel Separation
 WF Nkomo Street
 Central Business District
 Pretoria
 Tel no: +27 12 339 5518
 Fax no +27 12 339 5524

<u>POSTAL ADDRESS</u> DEPARTMENT OF DEFENCE COMMAND AND MANAGEMENT INFORMATION SYSTEMS DIVISION DOCUMENTATION CENTRE PRIVATE BAG X289 PRETORIA 0001 TELEPHONE +27 12 670 8127 FACSIMILEE +27 12 670 8001 E-MAIL: archive@dod.mil.za		<u>PHYSICAL ADDRESS</u> 42 SATURNUS ROAD IRENE 0157	
<u>SIGNATURE OF APPLICANT</u> 		<u>DATE</u> 	