

## Lest We Forget Project First World War Cenotaph Research

### Library and Archives Canada Order Form for First World War Military Service Files

**Choose one of the following options:**

- I wish to arrange an on-site visit at Library and Archives Canada to view the military service files (RG 150, Accession 1992-93/166) for all service persons listed below.

Email this completed order form to the Learning Centre at [education@lac-bac.gc.ca](mailto:education@lac-bac.gc.ca) or send by fax to (613) 947-5113.

- I wish to receive photocopies of the military service files (RG 150, Accession 1992-93/166) for all service persons listed below.

Fax this completed order form to Client Services Division at (613) 995-6274.

*Please see the notes on photocopying service fees and complete the contact information at the end of this form*

**Step 1:** Go online to the Library and Archives Canada Web page, [Soldiers of the First World War \(1914–1918\)](#). By typing the surname and given name of each service person in the spaces provided, you will obtain the service/regimental number or rank and a record group reference, which contains the box number. Inclusion of this data in the columns below enables staff to identify and retrieve the corresponding military files held at Library and Archives Canada.

Example: Clarence Garfield Mainse

	Surname	First Name	Middle Name	Regimental Number or Rank	Box Number
1.	Mainse	Clarence	Garfield	781324	5855-37
2.					
3.					
4.					

5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

**Step 2:** Please provide your contact information.

<b>School name:</b>	
<b>Teacher's name:</b>	
<b>Address:</b>	
<b>Phone number:</b>	
<b>Cell phone number:</b> (for on-site visit only)	
<b>Fax number:</b>	
<b>E-mail:</b>	
<b>Research Pass no.:</b> (for on-site visit only)	
<b>VISA, MasterCard or American Express number and expiry date:</b>	

**Photocopying service fees:**

To receive photocopies of military service files, please submit this completed order form with your VISA, MasterCard or American Express number and the expiry date. Once the copies are made, the exact payment due will be charged to your credit card. Your request will be processed within 30 days of receipt of your order form.

Most First World War military service files contain an average of 20 to 30 pages. Students may obtain copies at a cost of 30 cents per page, plus shipping and handling fees and applicable taxes. For more information, go online to the Web page [Research at Library and Archives Canada – Canadian Expeditionary Force](#).