

Teacher's name: _____

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 the Canadian War Museum to view the original military service files (RG 150, Accession 1992-93/166) for all service persons listed below.

Email completed order form to **call_center@civilization.ca** or send by fax to (819) 776-8623.

Please complete sections A and B.

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

Email completed order form to **education@bac-lac.gc.ca** or send by fax to (613) 995-0179

Please complete sections A and C.

Section A

Go online to the Library and Archives Canada Web page, [Soldiers of the First World War \(1914–1918\)](http://collectionsCanada.gc.ca/databases/cef/001042-100.01-e.php). [<http://collectionsCanada.gc.ca/databases/cef/001042-100.01-e.php>] 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.

Please note: For on-site visits, please submit 5 additional names as there are cases where a soldier may not be available. If a name is not available, a substitution will be made, initially from the list of 5 additional names, and then at LAC's discretion.

Please note: All fields required, if listed in database.



Example: Clarence Garfield Mainse

Last name, First Name	Middle Name	Regimental Number or Rank	Box Number	Student
<i>ex. Mainse, Clarence</i>	<i>Garfield</i>	<i>781324</i>	<i>5855-37</i>	<i>Smith, Jacob</i>
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5 Additional (required for on-site visit)

Last name, First Name	Middle Name	Regimental Number or Rank	Box Number	Student
<i>ex. Mainse, Clarence</i>	<i>Garfield</i>	<i>781324</i>	<i>5855-37</i>	<i>Smith, Jacob</i>
1.				
2.				
3.				
4.				
5.				



Section B (on-site visit at the Canadian War Museum)

Please provide your contact information.

School name:	
Teacher's name:	
Address:	
Phone number:	
Cell phone number:	
Fax number:	
E-mail:	

Section C (copies)

Please provide your contact information.

School name:	
Teacher's name:	
Address:	
Phone number:	
Fax number:	
E-mail:	
VISA, MasterCard or American Express number and expiry date:	

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](http://www.collectionscanada.gc.ca/genealogy/022-909.006-e.html) [<http://www.collectionscanada.gc.ca/genealogy/022-909.006-e.html>]