



Teacher's name: _____

Lest We Forget Project Second World War Cenotaph Research

Library and Archives Canada Order Form
for Second 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 military service files (RG 24) 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 photocopies of the military service files (RG 24) 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, [Second World War Service Files: Canadian Armed Forces War Dead](http://www.collectionscanada.gc.ca/databases/war-dead/index-e.html). <http://www.collectionscanada.gc.ca/databases/war-dead/index-e.html>] 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: George William Abbott

Last name, First Name	Middle Name	Service Number or Rank	Volume Number	Student
<i>ex. Abbott, George</i>	<i>William</i>	<i>F32553</i>	<i>25292</i>	<i>Smith, Jacob</i>
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5 Additional (required for on-site visit)

Last name, First Name	Middle Name	Service Number or Rank	Volume Number	Student
<i>ex. Abbott, George</i>	<i>William</i>	<i>F32553</i>	<i>25292</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:	
Cellular 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:	

To receive photocopies of military service files, please submit this completed order. Your request will be processed within 30 days of receipt of your order form. **Most Second World War military service files contain an average of 100 to 300 pages. You will receive a selection of approximately 25 pages. For more information, go online to the Web page [Research at Library and Archives Canada – Canadian Forces after 1918 \(including Second World War\)](http://www.collectionscanada.gc.ca/genealogy/022-909.007-e.html). [<http://www.collectionscanada.gc.ca/genealogy/022-909.007-e.html>]**