

The following is intended as a brief guide to initial research.

I have no experience of researching British Army records. Where should I start?

The following books are a useful introduction to the subject. You can find additional titles on the [Army Museums Ogilby Trust](#) website:

In Search of Army Ancestry by Gerald Hamilton-Edwards
Phillimore & Co, London, 1977. (ISBN 0 85033 287 7).

Army Records for Family Historians by Simon Fowler and William Spencer,
Public Record Office, Kew, 1998. (ISBN 1 873 162 59 6).

Tracing Your Family History, The Army, Imperial War Museum, London, 1999.
(ISBN 1 901623 35 1).

How can I find out more about a soldier's military career?

Surviving Records relating to soldiers whose service ended in or before 1920, (form Other Ranks) and 1922 (for Commissioned Officers) are held by the [National Archives](#) (formerly known as the Public Record Office),
Ruskin Avenue, Kew, Richmond, Surrey. TW9 4DU.

Service Records relating to soldiers who served after 1920 (for Other Ranks) and 1922 (for Commissioned Officers) are still held by the Ministry of Defence (MoD).

A 'Record of Service' is a document including the serviceman or woman's Service Number; Date of Entering Service; Promotions; Postings and Units; Honours and Awards; Civilian Qualifications; and the Date of Leaving the Service. This may be used as a basis for further research.

Personal records are confidential. Only an ex-Serviceman or, in the case of the deceased, the Official Next-of-Kin or the person nominated by the Next-of-Kin, will be allowed access to the information.

To obtain a copy of a Record of Service, you may contact:

For Discharge Dates between 1921 and 1997:

The Army Personnel Centre
Headquarters Secretariat - Historical Disclosures
Mail Point 400
Kentigern House
65 Brown Street
Glasgow G2 8EX

Website details - <http://www.army.mod.uk/welfare-support/family/6980.aspx>

For Discharge Dates after 1997:

The Army Personnel Centre
Headquarters Secretariat - Disclosures Section 1
Mail Point 520
Kentigern House
65 Brown Street
Glasgow G2 8EX

Telephone Numbers:

Help Desk: 0141 224 3303/2023

Nominal Indexes:

A - Carne - 0141 224 2743
Carnf - Farnd - 0141 224 2826
Farne - Holme - 0141 224 2670
Holmf - Marte - 0141 224 3515
Martf - Plans - 0141 224 2744
Plant - Store - 0141 224 2335
Storf - Z - 0141 224 2544

Fax: 0141 224 2144

You will need to fill in a 'Request for Service Details' form and for some enquiries a request for a fee (currently £30) for the search will be made.

Private papers of senior British Army Officers can be traced via the [National Register of Archives](#).

You also find more detailed guidance on the 'Ancestor Tracing Pages' of the [Army Museums Ogilby Trust](#) website.

To obtain uncollected or replacement Medals, you should write to:

The Armed Forces Personnel Administration Agency

(Joint Personnel Administration Centre)
MoD Medal Office
Building 250
Innsworth
Gloucester GL3 1HW

Enquiry Centre:

Tel: 0141 224 3600