

## **Crown Service - letter from Defence Records office or relevant Govt Dept**

### **Crown Service**

In order that we may establish your eligibility, we require confirmation of your father's (grandfather of child) Crown or Designated Service at the time of your birth. You will need to obtain a letter from the Government Department that sent him overseas (i.e. Ministry of Defence, Crown Agents etc).

#### **The letter will need to state that: -**

"Mr .....was recruited in the United Kingdom by the (department) for service outside of the United Kingdom. Mr ..... was recruited for such service in (eg London or Edinburgh) on (date to be given) and he was still in Crown Service when his son/daughter (please insert full name) was born in (place of birth) on (date of birth)"

#### **The following addresses in the United Kingdom may be useful:**

##### **Army**

###### **Army Records Office**

Bourne Avenue  
Hayes  
Middlesex  
UB3 1RF  
Tel: 0208 573 3831  
Fax: 0208 569 2751

##### **Royal Navy**

###### **Post Service Enquiries**

NPP(Acs) 1E  
AFPAA Centurion  
Grange Road  
Gosport  
Hants PO13 9XA  
Tel: 02392 702317  
Fax: 02392 702211

###### **Foreign Office**

Foreign and Commonwealth Office  
Personnel Management Dept  
Old Admiralty Building  
London SW1A 2AH  
Fax:  
0015 44 1355 84 4097/8/9

##### **OR**

Civil Secretariat  
Army Personnel Centre  
Historical Disclosures  
Mail Point 400  
Kentigern House  
65 Brown Street  
Glasgow  
G2 8EX  
Tel: 0141 224 2335  
Fax: 0141 224 2124  
Email:disc4.civsec@apc.army.mod.uk

##### **Royal Air Force**

###### **RAF Personnel Management Agency**

(Attn PMA CS(2a)2  
HQPTC  
RAF INNSWORTH  
Gloucester  
GL3 1EZ  
Tel: 01452 712612 Ext 7474

###### **Department for International Development**

94 Victoria Street  
London SW1E 5JL  
Tel: 0011 44 20 9717 7000  
Fax: 00 15 44 20 7917 0019  
OR

Abercrombie House  
Eaglesham Road  
East Kilbride  
Glasgow G75 8EA  
Tel: 00 11 44 1355 84 4000