

The Western Front Association



Pension Record Cards Manual Lookup Request

You can use this document to make up to five (5) lookup requests.

The 100 Year Rule

Due to data protection regulations and the basis under which the PRCs have been given to the WFA, if anyone is named on the card or ledger who may have been born less than 100 years ago, then you must have a genuine reason for such a request, ie the persons you name on the request form must have a valid connection to you (eg a relative). You cannot use this form to undertake lookup requests for third parties where the card content will compromise the 100 year rule.

If you intend to put any card supplied under this service into the public domain (website, social media, presentation, bulletin board etc) then you are obliged to ensure that anyone named on the card who was born less than 100 years ago at the time of your publication is either: deceased; or has given their permission for such material to be made public. If you cannot do this, you must redact the relevant part of the record so that no reference is shown to a person who may be alive and under 100 years old.

Researchers who need access to large numbers of records for other reasons (eg war memorial or roll of honour researchers) should apply to the WFA separately (webmanager@westernfrontassociation.com) to discuss their research requirements.

Section 1: About you

Your name:

Your address:

Your postcode:

Your WFA Membership number (if applicable):

Your email address:

(records scans will be sent by email; an additional cost will be incurred for print and postage)

Your contact telephone number:

Section 2: The Lookups

First Lookup Request (please give as much detail as you know)

Surname of Combatant:

First name(s):

Rank:

Service No(s):

Unit (Battalion/Regiment):

Address or known place of residence:

Date killed in action (if applicable):

Any other details eg name(s) of parents, wife, children etc:

NB If you require additional lookups (up to a maximum of five in total) please copy and paste the section above into the relevant space below.

Second Lookup Request (please give as much detail as you know)

Third Lookup Request (please give as much detail as you know)

Fourth Lookup Request (please give as much detail as you know)

Fifth Lookup Request (please give as much detail as you know)

Section 3: Declaration by you

In making this Pension Record Card(s) lookup request I understand that The Western Front Association (the WFA) will use its best endeavours to find the record(s) that may be associated with the above-named Great War combatant(s). I acknowledge that a record or records may not exist and that, if none is available for each lookup request I make, I will be entitled to a refund of part of my application fee under the terms described below.

I confirm that the record card(s) supplied to me will be used in accordance with the 100 year rule described above.

I have requested lookups (five maximum). I enclose a cheque in the sum of £.... made payable to "The Western Front Association", being £25 for the first lookup, £5 for successive lookups and £7.50 for print, packing and postage (enter and delete as appropriate).

Signed:

(if this form is submitted electronically, your name entered by you in the above "Signed" section will constitute a valid signature)

Print name:

Date of request:

Section 4: Fees for lookups:

First successful lookup: **£25.00**

Successive successful lookups: **£5.00** each

NB: a successful lookup includes at least one card or ledger entry for the combatant in question.

If no records are found at all:

£15.00 refund for the first lookup. £3.00 for any successive lookups.

NB if your first lookup is not found, then the £25 first lookup charge will be transferred to any successive lookups. Similarly, refunds will be applied in the same way.

Print, packing and postage (only if required; files will usually be sent by email): £7.50

Section 5: FAQs

Where do I send my form and cheque to?

Please complete, print and send this form with your cheque (payable to The Western Front Association) to:

WFA PRC Enquiries
c/o 5 Hill Top Green
West Ardsley
Wakefield
WF3 1HS

What do I get back?

You will receive a digital copy of each record card or ledger we find related to the lookup request subject. The digital file will be in PDF format.

Why does the WFA make a charge?

There are a number of reasons why the WFA makes a charge for the lookups:

- The records are stored in a remote, secure location and it requires both a journey time and cost to reach the venue.
- The WFA has to pay for the costs of storage of the records.
- There is quite a time needed to search 6.5 million records to find the relevant details via a series of cross-referenced cards.
- The cards have to be manually extracted, scanned, prepared for despatch to you by email, and then returned to the archive in the correct places

As a registered charity, the WFA will apply any surplus to achieving our educational aims.

How long will it take to make the lookup?

The WFA has access to our secure storage location twice per month. However, much depends on the volume of enquiries we are able to respond to at any one time. We will email or call you if we expect to take more than six weeks to respond to you.

How long does it take to obtain any refund?

Usually 10 working days from the confirmation to you that we have been unsuccessful. It will be sent by cheque to the address you have given.