



## APPLICATION FOR RECORDS REQUEST FORM

### INSTRUCTIONS ON HOW TO USE THIS FORM

As part of assisting The Salvation Army with your request, the following information is required. Please complete this form and return by email to: [historicalrecords@salvationarmy.org.au](mailto:historicalrecords@salvationarmy.org.au) or by mail to: The Salvation Army, Historical Records, 95-99 Railway Road, Blackburn, Victoria, 3130

The Salvation Army is bound by the State or Territory specific privacy legislation and therefore will respond to these enquiries for access in accordance with these principles.

If you are seeking information relating to an individual other than yourself, please refer to our Consent of Careleaver form.

The Salvation Army will securely store this information and access is limited to individuals appointed by The Salvation Army to respond to such requests.

Date of Request:

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### CONTACT DETAILS:

Full name of individual applying for information:

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Date of Birth:

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Mailing or Email Address for return information to be sent:

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Whose records are you seeking?

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What is your relationship to the individual whose records you are seeking?

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The reason why access to the individual's records is requested:

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### RECORD SEARCH INFORMATION REQUIRED:

Full name of individual at time of admittance:

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Date of Birth of individual:

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Founders **William & Catherine Booth**  
General **Brian Peddle**

*Wherever there is hardship or injustice, Salvos will live, love and fight alongside others to transform Australia one life at a time with the love of Jesus*

Full maiden name of individual's mother: \_\_\_\_\_

Full married name of individual's mother: \_\_\_\_\_

Full name of individual's father: \_\_\_\_\_

If available, names and dates of birth of any siblings of the individual: \_\_\_\_\_  
\_\_\_\_\_

Location/Name of the Salvation Army Home(s) at which the individual resided: \_\_\_\_\_

If known, the years during which the individual was in the care of The Salvation Army: \_\_\_\_\_

If known, the admission and discharge dates: \_\_\_\_\_

Were there multiple admissions? \_\_\_\_\_  
\_\_\_\_\_

Was the individual in care as a Ward of the State? \_\_\_\_\_

Signature: \_\_\_\_\_

If your request for access to records is not concerning yourself and relates to a person who:

- Is adopted;
- Is believed to be the birth parent or an adopted person; or
- Is believed to be the adoptive parent of an adopted person
- Is believed to be another relative of an adoptee or birth mother

The Salvation Army does not hold adoption records. We therefore recommend that you contact the relevant Department of Family, Community Services or Human Services in the State where the adoption took place for further advice and information.

**PLEASE ENSURE YOU INCLUDE ONE OF THE FOLLOWING DOCUMENTS WHEN RETURNING THIS FORM:**

- A copy of your identifying documents (as per our cover letter – i.e. Driver's Licence, Birth Certificate etc).
- A copy of official documents proving your relationship to the individual whose records you are seeking (if you are not seeking your own records), as per our cover letter.

If you have any queries regarding the documents needed to prove your relationship to the person whose records you are seeking, please contact the Historical Records Department by email [historicalrecords@salvationarmy.org.au](mailto:historicalrecords@salvationarmy.org.au)