

## County Durham Home Guard Service Record

### Data Subject Access request form

Use this form if

- you were in the County Durham Home Guard during the Second World War and you want us to search for your record
- if you are acting on behalf of someone who was in the Home Guard during the Second World War, and who has authorised you to request their record.

Find more information about the Home Guard records held at The National Archives and elsewhere:

- [Home Guard personnel](#)

#### 1. Whose record are you looking for?

##### Essential personnel details

First name (including middle names): .....

Last name: .....

Date of birth: .....

County served: .....

##### Additional details

These details help us find the right service record. If you have done a search yourself and know the Discovery document reference (WO 409/...), please tell us. Examples of useful details are:

- rank
- Home Guard battalion
- occupation at time of service
- residence at time of service
- next of kin at time of service

.....

.....

.....

.....

### Additional details (continued):

.....

.....

.....

.....

.....

.....

.....

.....

### 2. Are you the data subject? (Is the information about you?)

☐ **YES:** If the record is about you, please supply evidence of your identity so that we can be sure we give the information to the person entitled to it. We need a photocopy of an official document bearing your signature, such as your driving licence, passport or state pension book.

**Please do not send us original documents.**

☐ **NO:** If the record relates to someone else, we need also to see something in writing, signed by them, that authorises you to act on their behalf.

Please send us this authorisation as well as evidence of their identity.

### 3. Your details

Full name: .....

Address: .....

.....

.....

Postcode: .....

#### 4. Declaration

To be completed by anyone making a subject access request.

Please note that any attempt to mislead may result in prosecution.

I, ..... [name]  
certify that the information I have given on this application form is true.

I understand that it is necessary for The National Archives to confirm my/the data subject's  
identify and my/their entitlement to the record.

Signature: ..... Date: .....

Please return the completed form to:

FOI Search Service  
The National Archives  
Kew  
Richmond  
Surrey TW9 4DU

or email it as an attachment to [foienquiry@nationalarchives.gov.uk](mailto:foienquiry@nationalarchives.gov.uk), marked for the attention  
of the FOI Search Service.

**Please be sure to include the documentary evidence that must accompany the  
access request, as specified above.**

#### Notes

- The National Archives must respond to your request within 40 days. This period will not begin until your identity has been established and any other relevant details received.
- The National Archives will process the personal information on this form in accordance with the Data Protection Act. We will use it only to deal with your request and we will not keep it longer than necessary.