To provide timely, accurate and reliable records services that meet customers’ needs

Defence Archives

Contact Information:
Telephone: 1800 333 362
Post: Defence Archives,
PO Box 225
Queenscliff VIC 3225
Email: ADF.records@defence.gov.au

Useful Links:
National Archives Australia
www.naa.gov.au
Australian War Memorial
www.awm.gov.au
Department of Veterans Affairs
www.dva.gov.au
Returned and Services League of Australia
www.rsl.org.au

Accessing your Australian Defence Force Records

Defence Archives

Defending Australia and its National Interests
www.defence.gov.au
The Role of the Department of Defence

Australia has a rich military service history spanning over 100 years. Australia has been a key player in major international military theatres, and has made a tangible contribution to humanitarian aid missions, emergency exercises and peacetime activities. These achievements are a testament to the selfless service of ADF personnel. The service of military members has been recorded and carefully stored to ensure that the ADF legacy is maintained.

Defence Archives ensures that its record management processes and operations are compliant with policy and legislation.

The Role of the Defence Archives

Defence Archives manages the collections of Navy, Army and Air Force records detailing the service of current and former ADF members. It operates a number of repositories and holds a majority of post-1947 service records. These records can contain material related to a number of activities covering all aspects of a member’s service history.

Defence Archives assesses requests for access to service records from former serving members of the Australian Defence Force, their families, RSLs and other organisations that represent former ADF members, and the general public, to ensure the records are only accessed by eligible individuals. Access to service records is usually provided via scanned copies on disc.

Defence Archives works in conjunction with the National Archives of Australia to source WW1 and WW2 records if required for eulogy and widow requests.

Defence Archive products

Defence Service records are classified in two categories: personal records and health records. Personal records include all those documents relating to a member’s routine administration, career management and training while health records include medical, dental and psychological records. For further information on requesting psychological records please see http://www.defence.gov.au/Records/ExService.asp

Defence Archives provides access to records electronically on disc or via email for brief records.

The types of records that can be requested include:

- ENLISTMENT RECORDS
- RECORD OF SERVICE / RECORD OF SERVICE CARD
- DISCHARGE RECORDS
- SERVICE REPORT (PERSONNEL SYSTEM REPORT)
- CONFIRMATION OF SERVICE / EXTRACT OF SERVICE
- STATEMENT OF SERVICE / STATEMENT OF SERVICE FOR EULOGY PURPOSES
- COPY OF PERSONAL DOCUMENTS
- COPY OF HEALTH DOCUMENTS

The process of releasing documents

Upon receipt of a records request, Defence Archives undertakes an assessment to establish the requestors’ eligibility to access the records. The former member (or the authorised representative) is required to provide applicable documentation and appropriate proof of identity before their request is actioned and copies of documents can be released.

How do I apply for my records?

Former ADF members can make requests via the ‘Request for Service Records’ form available on the Defence Archives website at http://www.defence.gov.au/Records/ and must provide proof of identity. If requestors have questions about this process they can email ADF.records@defence.gov.au or call 1800 333 362.

Can I request my relative’s records?

Authorised representatives including direct family members can make requests via the ‘Request for Service Records’ form available on the Defence Archives website at http://www.defence.gov.au/Records/ and must provide applicable documentation including proof of identity and proof of relationship. If requestors have questions about this process they can email ADF.records@defence.gov.au or call 1800 333 362.

Can Defence Archives assist me to find a former ADF member?

Defence Archives does not release material to unauthorised parties nor can Defence Archives act as an agent between parties. Please refer to the back of this brochure for related links that may be of assistance to research your family history.

How do I apply for Honours and Awards?

Applicants should refer to the Defence Honours and Awards website at www.defence.gov.au/medals that contains detailed information on application lodgement. Alternatively the Honours and Awards telephone number is 1800 333 362.