

**APPLICATION FOR THE INCLUSION OF A NAME IN  
THE ONLINE SUNDERLAND ARMED FORCES MEMORIAL BOOK**

**Purpose of the Online Sunderland Armed Forces Memorial Book**

The Sunderland Memorial Book was launched in 2014 as part of the 100 years commemoration of the outbreak of World War 1. Sunderland has an enviable record of our brave men and women going to serve their country. Immaterial of whether they died during or after service

***"We will remember them"***

**Criteria for Inclusion**

A person's name may be included in the Memorial Book if they:

- Have served in the Regular Armed Forces at any time or as a reservist who has been deployed during conflict, or was a member of The Royal Fleet Auxiliary or the Merchant Navy during conflict since 3rd August 1914.
- Were born and / or resident at some time in their life in the City of Sunderland (as defined by the current city boundaries).

**Verification**

To assist with the verification process to establish whether the above criteria have been met, please provide as much information as you can by completing all parts of the application form if possible, preferably including evidence of birth and / or residency in the city.

**Receipt and Processing of Applications**

We will acknowledge the receipt of all applications and once the application has been checked, (and any further investigations that may be necessary have been completed, as outlined above) will enter the name of the deceased into the Memorial Book. This may take some time due to the number of applications.

Sunderland City Council reserve the right to reject any application and any entry which is disputed or challenged will be withdrawn until clear evidence is obtained to support the entry.

If additional appropriate information is found during consideration of an application the applicant will be informed prior to entry for approval.

Sunderland City Council reserve the right to use a third party to process the applications. Details of the application and of the applicant will be treated as confidential until published, and will not be used for any purpose other than consideration of the application for inclusion in the Memorial Book.

**APPLICATION FORM FOR THE INCLUSION OF A NAME IN  
THE SUNDERLAND ARMED FORCES MEMORIAL BOOK**

**APPLICATION REFERENCE NUMBER:** .....  
(for official use)

**PLEASE NOTE: Applications may take some time to authenticate**

**1. Name of the deceased (as registered at birth)**

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.....  
**Place of birth**..... **D.O.B.**.....

**2. Name known as (to be entered into the Memorial Book)**

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**3. Military Rank, Number, Regiment or Unit and Medals (if known)**

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.....  
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**4. Date of death** **Age**

.....

**5. Place of death**

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**6. Details of any Conflict / Training Exercise / Operation in which the deceased had participated during service (if known) *This would not have necessarily been the cause of the deceased person's death.***

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7. Please tick below to indicate whether the deceased was born and / or lived in the city at any time (as per the current city boundaries on the attached map) and enclose any proof you can supply with this application, e.g. birth certificate, proof of address.

Born in Sunderland [ ]

Was resident in Sunderland [ ]

Please provide any other information such as where the deceased person in the entry lived, family and Civilian Occupation. Also any other information that may be of interest about their life in Sunderland. *Current family addresses will **not** be used in the entry.* (Please use an additional sheet if required).

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8. Your details

Name.....

Address.....

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.....  
.....  
.....

Contact Telephone number.....

Email.....

.....

Relationship to the deceased (only **the closest surviving relative** can apply for an entry to be made into the Memorial Book):

.....

To the best of my knowledge, the information provided in this application is true and accurate.

Signed.....

Date.....

**Please return to:**

**Governance Services  
F.A.O. Mandy Howard – Room 3.38  
Sunderland City Council  
Civic Centre  
Sunderland  
SR2 7DN**

## **GUIDANCE NOTES FOR COMPLETION OF THE APPLICATION FORM**

### **Section 1 : Name of the Deceased**

Please write the full name of the deceased as entered on their birth certificate and as they were enlisted to the Armed Forces.

### **Section 2: Name Known As**

If the name the deceased was known by, differs from the name provided in Section 1 - for example they may have been known by a shorter version of their first name, or by their middle name - and you would prefer this to be entered into the Memorial Book, please write this name in the space provided.

### **Section 3: Military Rank, Number and Regiment or Unit of the Deceased**

Please provide the Military Rank (e.g. Private or Sergeant) of the deceased, their Military Number, and the regiment or unit they served in, if known.

### **Section 4 : Date of Death and Age**

Please provide date on which the deceased passed away and their age.

### **Section 5 : Place of Death**

Please provide the place of death.

### **Section 6 : Conflict / Training Exercise / Operation in which the deceased participated in during service.**

Please provide the location of the conflict, training exercise or operation in which the deceased served.

## **Section 7 : Proof of Birth / Residency**

Please tick the boxes to indicate whether the deceased was born and / or ever resident in Sunderland as per the current city boundaries on the enclosed map. Please enclose with the application form, any proof that you can (e.g. birth certificate, proof of address).

## **Section 8 : Your Details and Relationship to the Deceased**

We can only accept applications from the closest surviving relative of the deceased. This is the person whose relationship to the deceased is the first in the following list:

Spouse

Parent(s)

Children

Sibling(s)

Other relatives through birth (aunts / uncles / cousins / grandchildren / etc)

Other relatives through marriage (mother or father in law / son or daughter in law / brother or sister in law / step parents or children)

In signing the application, you are confirming that to the best of your knowledge, **you are the closest surviving relative to the deceased.**

**For help and assistance, please contact:**

**Mandy Howard, Commercial & Corporate Services, Sunderland City Council**

**Tel : 0191 561 1330**

**Email : [mandy.howard@sunderland.gov.uk](mailto:mandy.howard@sunderland.gov.uk)**