



RAF REGIMENT DEATH NOTIFICATION FORM

Form DNF 1 (2011-3)

GENERAL INSTRUCTIONS

This form is designed to capture the necessary information to achieve Corps-wide awareness of the loss of a Corps member, including the issue of a Corps Parish Notice, sending of a Corps Letter of Condolence, development of a *Centurion* Journal Tribute and, not least, to effect the cancellation of any RAF Regiment Fund or RAF Regiment associations' membership. Submission of the completed form (in part or whole) will be taken to indicate formal acceptance by the provider that the information given will be distributed to all RAF Regiment related agencies that require such notification.

COMPILATION

It is important to provide as much information as possible. Stating that someone died on a certain date, while of interest, merely invites significant questions that must be asked to satisfy the Corps requirements. Please ensure that the information required is as accurate as possible. Where information provided is not from personal knowledge and cannot be guaranteed as accurate or verified, please indicate accordingly. The form can be completed electronically but, if completing by hand, please use BLOCK CAPITAL LETTERS and WRITE CLEARLY. If completing electronically, please save the document as 'CDN – [Name of Deceased] – [Date of Death in DDMMYY format]',

eg: 'CDN–Smithson–040309'

URGENCY

Clearly, the period between an individual's death and the funeral is normally short, sometimes just a matter of days, and only rarely is the period more than 14 days. Therefore, it is imperative that the information is made known to the RAF Regt Sec without delay, so that the main aims of the exercise can be achieved. The RAF Regt Secretary will ensure that the information is forwarded to the relevant Corps agencies and associations; however, notification to Government Departments (such as Pensions etc) remains the responsibility of the family concerned. Please only use hard-copy mail as a last resort (unless the funeral has already taken place), since the time taken to get through the system will negate any opportunity to inform on funeral details etc in a timely manner.

TRANSMISSION

When completed, please send the form to the RAF Regt Secretary as soon as possible via one of the following means:

- Email: HON-HQRAFRegtSEc@mod.uk
- Fax: (BT) 01359 23 7440
- Mail: RAF Regt Secretary, RAF Honington, Bury St Edmunds, Suffolk IP31 1EE

M R HOOKER
Wg Cdr (Retd)
Regimental Secretary

9 August 2012

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URGENT

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DECEASED'S DETAILS				Date Submitted			
Last Name *			First Name + Initials *				
Post-Nominals		Date of Birth		Date of Death*			
Postal Address							
						Post Code	
Rank Achieved		Date Enlisted		Date Discharged			
Theatres/Campaigns							
Major Units Served On							
Dates		Dates		Dates			
Was he a Member of:		RAF Regt Fund?		No	Yes	Don't Know	
Mark with an 'X'		RAF Regt Assoc?		No	Yes	Branch	
		WOs&SNCOs Assoc?		No	Yes	Don't Know	
						Don't Know	

FUNERAL DETAILS			
Date *		Venue *	
Start Time *		Funeral Type	
		Burial / Cremation / With Memorial-Thanksgiving Service	
Family Flowers?	Yes / No	Donations to?	
Funeral Director		Tel No	
Name and Address			

NEXT-OF-KIN DETAILS			
Last Name *		First Name + Initials *	
Title *		Relationship *	
Postal Address *			
			Post Code *
Contact Telephone No		Email Address	

INFORMANT DETAILS			
Last Name + Initials *		Post Code *	
Title *		Relationship *	
Contact Telephone No*		Email Address	

Send completed form to the RAF Regt Sec at – HON-HQRAFRegtSec@mod.uk , or Fax on [01359 237440](tel:01359237440)