



# RAF REGIMENT DEATH NOTIFICATION FORM

Form CDFN 1 (2018-1)

## 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 RAF Regiment Association social media notification, sending of a Corps Card or Letter of Condolence and, not least, to effect the cancellation of any RAF Regiment's Centurion 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–Jamerson–040329'.

## 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 Office of the Commandant General without delay, so that the main aims of the exercise can be achieved. The staff will ensure that the information is forwarded to the relevant Corps agencies and associations; however, notification to Government Departments (such as the Ministry of Works and 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 RAF Regiment Association as soon as possible via one of the following means:

- **Email:** [natsec@rafregt.org.uk](mailto:natsec@rafregt.org.uk)
- **Mail:** 171, Chester Road, Seven kings, Essex, IG3 8PY

**CORPS DEATH NOTIFICATION FORM – CDNF 1 (v2018 - 1)****DECEASED'S DETAILS**

Date Submitted		Service Number	
Last Name		First Name and Initials	
Post Nominals			
Date of Birth			
Date of Death			
Rank Achieved			
Date Enlisted			
Date Discharged			
Theatres/Campaigns			
Major Units Served on			

**FUNERAL DETAILS**

Date		Venue	
Start time		Funeral type	Burial/Cremation/With Memorial-Thanksgiving Service
Family Flowers	YES/NO	Donations to	
Funeral Directors	Name and Address		

**NEXT OF KIN DETAILS**

Last Name		First name and initials	
Title			
Relationship to deceased			
Postal Address			
Post Code			
Telephone Number			
Email Address			

**INFORMANT DETAILS**

Last Name		First name and initials	
Title			
Relationship to deceased			
Postal Address			
Post Code			
Telephone Number			
Email Address			