



FAMILY TRACING SERVICE APPLICATION FORM

The Family Tracing Service, The Salvation Army,
1 Champion Park, London SE5 8FJ - Tel: 020 7367 4747
Family.Tracing@salvationarmy.org.uk

CT Ref. No.

SECTION 1 - NOTES OF GUIDANCE

1. WE CAN NORMALLY ACCEPT enquiries in respect of ADULT RELATIVES, for the purpose of RECONCILIATION ONLY.
2. WE DO NOT NORMALLY ACCEPT enquiries in respect of the following:
 - ADOPTED PERSONS sought by 'birth' family, or BIRTH FAMILY of adopted persons.
 - HUSBANDS & WIVES for the purpose of divorce; nor an EX-SPOUSE unless young children are involved.
 - YOUNG PEOPLE under 18 years of age nor requests from young people under the age of 18 years unless undertaken by a parent or legal guardian.
 - FRIENDS / BENEFICIARIES OF WILLS / FAMILY GENEALOGIES.
3. CONFIDENTIALITY. We will not disclose the whereabouts or other personal details of people we locate without their consent. Our first contact is often made by letter, with an assurance that the address of the person sought will not be made known unless agreed by them. This pledge will be honored. We do not carry out 'secret' investigations for the purpose of obtaining information. **We must be free to reveal the enquirer's identity and contact details, and the reason for the enquiry. (See also our Data Protection notice).**
4. REGISTRATION FEE. The one-off registration fee is £45 for each person sought, or £25 for those in receipt of State Pension or other benefits (please provide evidence). We can only accept payment in £ British Pounds. Please enclose a Cheque or Postal Order made payable to 'The Salvation Army'. Alternatively, if you prefer to pay by debit or credit card we will be in touch.

I enclose the registration fee: £_____ ☐ Cheque/ Postal Order or ☐ Pay by credit/debit card
(please see section 8)

SECTION 2 - PERSON MAKING ENQUIRY (Enquirer)

Your **Full** Name and Title (as may apply) _____

Your full name as registered at birth (if different from above) _____

Your date of birth _____ Your place of birth _____

Your address in full _____

Post code _____

Home telephone no. _____ Work telephone no. _____

Email address: _____ Mobile telephone no. _____

Relationship: The person sought IS MY _____

SECTION 3 - SUPPORTING DOCUMENTS

Please provide a photocopy of your birth certificate, if possible, and any other supporting documents, including Evidence of State Benefits if you're eligible to pay a reduced fee.

I **do/do not** require their return. (please circle one answer)

SECTION 4 - BACKGROUND AND REASON FOR ENQUIRY

PLEASE EXPLAIN BELOW (or on a separate sheet) HOW CONTACT WAS LOST WITH YOUR RELATIVE:

PLEASE EXPLAIN BELOW (or on a separate sheet) YOUR REASON FOR WISHING TO LOCATE YOUR RELATIVE:

PLEASE ATTEMPT TO ANSWER EVERY QUESTION WHERE THEY ARE RELEVANT TO YOUR ENQUIRY.
WHERE DETAILS ARE NOT RELEVANT ENTER N/A. WHERE DETAILS ARE NOT KNOWN ENTER N/K.
(PLEASE USE BLOCK CAPITALS)

SECTION 5 - PERSON BEING SOUGHT (Enquiree)

Last known surname _____ Maiden surname _____

Forenames (in full) _____

Full name at birth (if different from above) _____

Date of birth (if not known, then exact age) _____ Place of birth _____

Last known address or whereabouts _____

Date last known at this address _____

Who owns the property (e.g. council etc) _____

Date when last in contact _____

Was this in person, by letter, telephone, or e-mail? _____

Has this person ever been married? **YES/NO** If yes, please give details:

1) Date of marriage _____ To whom? _____

Place of marriage _____ If divorced, please give date _____

2) Date of marriage _____ To whom? _____

3) Place of marriage _____ If divorced, please give date _____

Please give full names, places and dates of birth (or ages) of any children.

Name _____ Date of birth _____ Place of birth _____

Name _____ Date of birth _____ Place of birth _____

Name _____ Date of birth _____ Place of birth _____

Name _____ Date of birth _____ Place of birth _____

Are you in touch with any of these? **YES/NO**

Parents of person sought (information required even when parents are deceased):

Father's full name _____

Mother's full name _____

Mother's maiden name _____

Brothers/sisters of person sought. Please give names, places and dates of birth (or ages):

Name _____ Date of birth _____ Place of birth _____

Name _____ Date of birth _____ Place of birth _____

Name _____ Date of birth _____ Place of birth _____

Name _____ Date of birth _____ Place of birth _____

Are you in touch with any of these? **YES/NO**

Where the person sought is believed to be with a husband/wife, or with another adult please give details of that person:

Full name _____ Date of birth _____

Last known whereabouts _____

Give name and address of person who may have information, or be able to assist our enquiries (e.g. club/union/friend etc).

Name _____ Address _____

Employment details:

Name & address of last known employer _____

Usual occupation _____ Date employment terminated _____

OTHER INFORMATION:

Telephone Number(s) or email address(es) _____

National Insurance no. / NHS no. / Army, Navy, or RAF no. _____

Doctor's name & address _____

Memberships of Professional Bodies/Organisations _____

Memberships of Recreational Bodies/Organisations _____

SECTION 6 - GENERAL QUESTIONS

a) What has been done so far, and with what result?

b) Have you applied to us before? **YES/NO** If yes, when? What was our reference number?

c) Is this application being made with the support of a Salvation Army Corps or Centre? Yes / No
If yes, please provide: -

Corps/Centre name _____

Name of Officer or Staff Member: _____

Position: _____

Tel No: _____

Email: _____

d) Is this application being made by a Support Worker, Advocate or any other professional agency? Yes / No
If so, please provide contact details.

Agency Name: _____

Staff Name: _____

Position: _____

Tel No: _____

Email: _____

Do you give your consent for the Family Tracing Service to communicate with the above on your behalf? Yes / No

SECTION 7 - DATA PROTECTION

Data Protection:

The Salvation Army¹ will hold your personal information in its legitimate interests of processing your application and retain it to ensure future protection of your privacy in the event of further requests.

We may share this information with partner agencies or individuals who assist us in our enquiries. We must be free to reveal your identity and contact details to the person sought. If there are contact details that you would prefer us not to share with the individual sought, these must be disclosed by you at the commencement of our involvement.

Please note: These are essential steps that apply to all enquiries and cannot be bypassed due to the nature of our work. The tracing process relies on transparency and trust, and we are committed to handling your information with care and integrity.

You have a right to a copy of information we hold about you and, in some circumstances, to have it amended or deleted and to withdraw consent. For this and to raise any queries on how your information is handled please contact Head of Privacy and Data Protection at data.protection@salvationarmy.org.uk. If you are still not happy you may raise concerns with the Information Commissioner's Office. For further information, please see our full Privacy Statement at www.salvationarmy.org.uk/privacy-statement or request a copy by writing to our address as shown on Page 1.

Personal Statement:

I give my consent to The Salvation Army to send the information I provide outside the European Economic Area (EEA) for the purposes of performing the tracing service, if the individual I seek is outside the EEA.

☐ (tick box)

Name _____ Signed _____
(Please print)

Date _____ Our Ref. _____

¹ The Salvation Army acting on behalf of The Salvation Army Social Work Trust

SECTION 8 - What happens next?

We will be in touch as soon as possible to let you know whether we can accept your request and to make any further arrangement regarding registration fee payment by debit/credit card.

If your application is accepted, we will provide you with a case reference number and contact details of a Caseworker.

Please note the tracing process can take several months and sometimes in excess of a year.