



CHAPTER TWENTY

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NEW ZEALAND DEFENCE FORCE – PERSONNEL ARCHIVES

20.1 Personnel Archives

NZDF Archives at Trentham Military Camp is the repository for some 1.5 million personnel files relating to 420,000 New Zealand service personnel who served in New Zealand's Military Forces. These files are an invaluable resource for documenting the social and military history of New Zealand. They provide a unique record of the military service of the men and women who defended our country at home and overseas.

NZDF Archives holds the files of all those who served in New Zealand's military forces from the 1st January 1921 to the present day.

20.2 South African War (1899-1902) and First World War (1914-1918) files

All of the files of those who served in the South African War and the First World War have been transferred to Archives New Zealand in Wellington.

The records can be viewed on Archives New Zealand's website, using the new search tool www.archway.archives.govt.nz/ for easier access to this information.

20.3 Accessing Military Service Records

Access to personnel information held by NZDF Archives is governed by the following legal provisions:

- [The Official Information Act 1982](#)
- [The Privacy Act 1993](#)
- [The Health Information Privacy Code 1994](#)

26.4 Enquiries About Living Former Servicemen and Women

You can request a copy of your own service record by writing to the NZDF Archives. Your request must be in writing and signed by you in order to validate the enquiry.

If you are requesting details about another living person, information can be disclosed only if you have the signed and written authorisation of the individual concerned. NZDF Archives will not release information unless you can show them this authority.

If you cannot do this because the person concerned is unable to provide this authorisation, then NZDF will need to receive a signed request from the person who holds the relevant 'Power of Attorney'. NZDF also require a copy of the Power of Attorney documents for verification purposes.

Link to the page where you can download an application form:

www.nzdf.mil.nz/personnel-records/nzdf-archives/accessing-military-service-records.htm

20.5 Enquiries About Deceased Former Servicemen and Women

Anyone can request the service records of deceased former service personnel, whether it is for a research project, your family history or your personal interest.

You can request a copy of a deceased person's service record by completing an application form: www.nzdf.mil.nz/personnel-records/nzdf-archives/accessing-military-service-records.htm. You can forward the completed form to: nzdf.pam@nzdf.mil.nz. Please note that if the person concerned died after leaving the services this fact may not be recorded on their file. In such cases you will need to send some form of "proof of death". This could be a copy of a death certificate, newspaper death notice, funeral service sheet or photograph of the headstone. It will save time if you send this information with your initial request.

20.6 Charges

If you request a copy of a single military service file within a 12-month period the copy will be provided free of charge.

If you request copies of more than one military service file within a 12-month period the first file will be provided free but the second and subsequent files will be charged at the rate of \$28 per file.

You can pay via Mastercard, Visa, cheque or internet banking. To pay via Mastercard we will require your card number, name, and expiry date. We do not require your pin.

Please make cheques payable to 'The New Zealand Defence Force'.

Alternatively, to make payment by Internet Banking, please see the information below for NZDF Personnel Archives and Medals:

Internet Banking, using the following codes:

Account Name: NZDF

Account Number: 03-0049-0003050-06 [note that if your bank needs a three digit suffix put 006 at the end]

Particular: 148205310

Code: 980477

Reference: [Your First Initial][First Four Characters of your Surname]

Payment must be received before a request can be processed.

20.7 Copyright

All the material we hold is protected by copyright and copies are supplied on the understanding that they are for personal research purposes or private study only. NZDF copyright permission is required before this material can be used for any other reason.

20.8 Requesting Military Service Records

All enquiries must be in writing and include your full name and postal address.

If you would like to request a copy of a military service record, please print and fill-out this application form. Link to the page where you can download an application form:

www.nzdf.mil.nz/personnel-records/nzdf-archives/accessing-military-service-records.htm

If you would like to request copies of the files of more than one person, you should send a completed form for each person.

The address to send your form to is:

Email: nzdf.pam@nzdf.mil.nz

**Postal: NZDF Archives
Trentham Military Camp
Private Bag 905
Upper Hutt 5140
Tel: (04) 527 5280**

To help the records staff find the correct files, it is important to include as much information as possible about the person or persons who you want to find out about. The types of information that you should try to inform NZDF are:

- Full Name
- Any other names known by
- Date and place of birth
- Service Number
- Rank
- Navy / Army / Air Force
- Period of Service / years served
- Regiment / battalion / unit
- Next-of-kin at time of enlistment
- Address at time of enlistment
- Occupation at time of enlistment
- Whether living or deceased
- (If deceased) date of death, and if they died after leaving the Service you should send some form of “proof of death”. This could be a copy of a death certificate, newspaper death notice, funeral service sheet or photograph of the headstone.

Don't worry if you cannot provide all of this information, but please try to tell NZDF as much as you can.

Whether you are writing to NZDF by letter or email, please remember to include your full name, full postal address, telephone numbers and email.

20.9 Viewing Original Files

If you'd like to see the original files you can book a place in the reading room at Trentham Military Camp – The Chris Pugsley Room. The staff will be on hand to provide advice and to help you decode the sometimes complex information to be found in the files. They also hold a small library of reference books that may help you in your research.

Opening times are: Monday-Friday, 10am-4pm, excluding public holidays.

Please note that bookings are subject to availability and must be made at least five working days in advance of your intended visit.

Use of the Chris Pugsley reading room is free but photocopying charges will apply.

Photocopying Charges will apply

20.10 How to get there

Travelling North along Fergusson Drive in Upper Hutt, turn right at the lights into Sutherland Ave and then continue over the railway into Messines Ave. The Trentham Camp entrance is the third turn to the left. Notice must be given to the guard hut of any visitors to camp – if you ask the staff at PAM they will advise the guard hut of your visit and provide you with a map of the camp.

20.11 Medals Enquiries

NZDF Medals – <http://medals.nzdf.mil.nz>

All medals enquiries should be directed to:

Research & Entitlement Section

NZDF Personnel Archives and Medals

New Zealand Defence Force

Private Bag 905

Upper Hutt 5140

Email: nzdf.pam@nzdf.mil.nz

For further information about medal entitlement and the issue of replacement medals (Ref Annex B) and ribbons, please visit the website: <http://medals.nzdf.mil.nz/>

20.12 Archives New Zealand (Refer also Annex E)

The military service files of Victoria Cross recipients and all files relating to those who left the forces up to 31st December 1920 have now been transferred to Archives New Zealand

in Wellington. These include approximately 6,500 South African War files and 140,000 First World War files.

In addition, Archives New Zealand hold all of the surviving unit records and war diaries of New Zealand military forces in the South African War, First World War, Second World War and post-war operations up to and including the Malayan Emergency of 1957-1967. They also hold several important photographic collections.

Archives New Zealand

PO Box 12 050, Wellington 6144

www.archives.govt.nz general.enquiries@dia.govt.nz

The files of those who continued to serve after 1st January 1921, or who re-enlisted to serve in the Second World War, are still held by NZDF Archives.

If a WWI veteran has also done WWII service, the WWII file in many cases has been transferred to Archives New Zealand to enable a complete record to be available.

20.13 New Zealand Military History Resources

1) Official War Histories

The official war histories, published after the First and Second World Wars, provide masses of detail about the histories of the various campaigns and military units. They are generally available in libraries or via inter-library loans.

The Official History of New Zealand in the Second World War can also now be viewed online at www.nzetc.org.nz click on 'works'

2) Cenotaph Database

New Zealand Expedition Forces and Roll of Honour:

<http://www.aucklandmuseum.com/130/cenotaph-database/>

3) Online Military History Exhibitions

Available from the Ministry for Culture & Heritage (Refer 26.18).

www.nzhistory.net.nz

20.14 New Zealand Defence Force Library

The Defence Library is continuing to offer a service although the print collection is currently inaccessible. Enquiries about New Zealand military history and defence related matters should be addressed to:

defence.library@nzdf.mil.nz

20.15 The National Library of New Zealand and Alexander Turnbull Library

The National and Alexander Turnbull Libraries hold a wealth of published and unpublished material, including the letters, diaries and memoirs of individual service personnel and a large photographic archive.

National Library of New Zealand,
Cnr Molesworth & Aitken Streets
PO Box 1467,
Wellington 6140
<https://natlib.govt.nz/>

20.16 Military Museums

New Zealand's military museums hold important collections of film, photographs and archives relating to the various arms of the service. The main ones to look out for are:

Royal New Zealand Navy Museum

Private Bag 32901
Devonport
Auckland 0744
www.navymuseum.mil.nz

National Army Memorial Museum

P.O Box 45
Waiouru 4861
<https://www.armymuseum.co.nz/>

Royal New Zealand Air Force Museum

Private Bag 4739,
Christchurch 8140
<https://www.airforcemuseum.co.nz/>

Auckland War Memorial Museum

Private Bag 92018
Parnell
Auckland 1142
<http://www.aucklandmuseum.com/>

20.17 War Pensions

All war pension enquiries should be directed to Veterans' Affairs New Zealand.

Veterans' Affairs New Zealand

PO Box 5146
Wellington 6145

Freephone: 0800 483 8372 (0800 4 VETERAN)

Facsimile: (04) 495 2080

Email: veterans@xtra.co.nz

20.18 War Graves

NZDF Archives does not hold any information regarding war graves.

NZ Official War Graves and Monuments information is held at:

Heritage Operations Unit,
Ministry for Culture and Heritage
PO Box 5364, Wellington
Telephone (04) 499-4229
Fax (04) 499-4490
Email: info@mch.govt.nz
www.mch.govt.nz

20.19 Debt of Honour Register Commonwealth War Graves Commission

<http://www.cwgc.org.uk/>


The "Debt of Honour Register" is the Commission's database listing the 1.7 million men and women of the Commonwealth forces who died during the two world wars and the 23,000 cemeteries, memorials and other locations worldwide where they are commemorated. The register can also be searched for details of the 67,000 Commonwealth civilians who died as a result of enemy action in the Second World War.

20.20 NZ Graves/Cemeteries

- 1) www.veteransaffairs.mil.nz or contact details as (26.17) above.
- 2) Local Council offices/websites, contact details in local telephone directories.

Annex A

MD1050



DEFENCE FORCE
Te Ope Kiriā O Aotearoa

NAVY **ARMY** **AIR FORCE**

Personnel Archives & Medals
Private Bag 905, Upper Hutt 5140,
New Zealand
Telephone: (04) 527 5280
E-mail: nzdf.pam@nzdf.mil.nz
Website: <http://nzdf.mil.nz/personnel-records/>

FOR OFFICE USE ONLY
SENS REF:

APPLICATION / DECLARATION FORM FOR NZ MILITARY PERSONNEL RECORDS AND/OR MEDAL ENTITLEMENTS

ENQUIRER/YOUR CONTACT DETAILS	
Your full Given/First Name(s)	
Your Family Last Name(s)/Surname	
Your Postal Address	
Daytime Phone and Mobile Phone	
Your Email Address	

SERVICE PERSONNEL DETAILS	
Service Number (if known)	
Family/Last Name(s)/Surname	
Full Given/First Name(s)	
Date of Birth (if known)	
Other Name(s)/Alias	
Is the person living or deceased? ¹	

¹ Proof of death may be required – see attached information for details

Please answer the following questions to let us know what you are looking for:

- Do you want a photocopy of documents held on the file? Yes ☐ No ☐

What do you need from the file and why do you need it? (Please specify)....
- Are you wanting to determine entitlement and/or apply for medals? Yes ☐ No ☐

If yes please advise details of any medals you/they already hold and any specific medals you/they wish to apply for:
- If neither of the above apply please choose from the following options:

(a) ☐ A Statement of Service to support an employment application

(b) ☐ Veterans Affairs NZ application or appeal

(c) ☐ Research for a publication? If yes then please state author, book, publisher, etc.

(d) ☐ Academic/school research

(e) ☐ Medical records

(f) ☐ Dental records

(g) ☐ RNZRSA or RSL (Returned Services Association) Membership

(h) ☐ Other/any specific information required from the file? (Please specify below)

For any of the above please specify below exactly what it is you need from the file:
- Is your application urgent? Yes ☐ No ☐

If so why?

Important: please ensure that this form is signed (see over)

Note: Choose the appropriate sign off from the following three options

Warning: It is an offence under the Crimes Act to make a false declaration

STATUTORY DECLARATION (Required for Posthumous Medal Applications)

Note that this Statutory Declaration is only required when applying for medals for a deceased service person

I acknowledge that, as part of the processing of this application, the New Zealand Defence Force (NZDF) will seek to verify the information I have provided.

I understand that in the great majority of instances, the New Zealand Government has no authority to award medals issued by a foreign government or which fall outside the scope of the New Zealand Royal Honours System. All the NZDF can do is verify the names, addresses and contact details of all applicants to the responsible issuing authority. By signing this declaration, I give permission for the NZDF to supply my details to any such responsible issuing authority.

I undertake that, should an applicant having a preferential claim come forward in the future, I will surrender the medal(s) in his or her favour, and hereby indemnify the NZDF against any claim arising from the incorrect issue of the medal(s).

I declare that the information provided in this application is, to the best of my knowledge, true and complete.

I declare that I am (relationship) to the service person referred to in this application and I believe that I have the greatest legal entitlement to receive the unclaimed medal(s).

And I make this solemn declaration conscientiously believing the same to be true in every particular, and by virtue of the Oaths and Declarations Act 1957.

DECLARED at this day of 20.....

.....
Signature of person making the declarations

Before me, (print name)

.....
Signature of the person before whom the declaration is made
Justice of the Peace/ Solicitor / Officer duly authorised to take Statutory Declarations

[Apply authorising stamp in this space]

DECLARATION (Required for Medal Applications for Living Service Personnel)

Note this Declaration is only required when the service person is applying themselves

I acknowledge that, as part of the processing of this application, the New Zealand Defence Force (NZDF) will seek to verify the information I have provided.

I understand that in the great majority of instances, the New Zealand Government has no authority to award medals issued by a foreign government or which fall outside the scope of the New Zealand Royal Honours System. All the NZDF can do is verify the names, addresses and contact details of all applicants to the responsible issuing authority. By signing this declaration, I give permission for the NZDF to supply my details to any such responsible issuing authority.

I declare:

- ☐ I have never been sentenced to dismissal by a court martial; and
- ☐ I have never been convicted during or after completion of military service for any offence that resulted in a sentence of imprisonment for seven years or more.

I declare that the information provided in this application is, to the best of my knowledge, true and complete.

.....
Signature of person making the declaration

.....
Date

SIGNATURE OF APPLICANT (for all other Applications)

Signature required for any other application

*.....
Signature of person making the application

.....
Date

Personnel Archives & Medals Information

Charges

- First individual file copy– no charge.
- Second individual file, or repeat requests within a 12-month period– \$28 per subject.
- Payment can be made by cheque (made payable to 'The New Zealand Defence Force').
- We accept Visa and Mastercard, and can provide details for internet banking. Please contact us if you wish to make payment via credit card or internet payment.

General Information

- New Zealand Defence Force (NZDF) Personnel Archives & Medals holds the files of all those who served in New Zealand's military forces from the 1st January 1921 to the present day. It should be noted, however, that NZDF Personnel Archives and Medals cannot guarantee that they hold all files created for an individual. Please note that the only South African War and First World War records available from this office are for those who served beyond 1st January 1921 or who re-enlisted for service in the Second World War. All other pre-1921 files are held by Archives New Zealand in Wellington and can be accessed online: www.archway.archives.govt.nz. We do not hold any other military archive material or photographic collection/s.
- Access to personal information held by NZDF Personnel Archives & Medals is governed by the following legal provisions: The Official Information Act 1982, The Privacy Act 1993 and The Health Information Privacy Code 1994.
- All the material we hold is protected by copyright. Copies are provided for personal research purposes or private study only. NZDF copyright permission is required before this material can be used for any other reason.
- If you wish to supply any supporting documentation, e.g. Official Records of Service, Aircrew Log Books, etc. please attach copies to your application. Please do not send us any original documents.

Enquiries about living former service personnel

- You can request a copy of your own service record by writing to us at New Zealand Defence Force (NZDF) Personnel Archives & Medals. Your request must be in writing and signed by you in order to validate the enquiry.
- If you are requesting details about another living person, information can be disclosed only if you have the signed and written authorisation of the individual concerned. NZDF Personnel Archives & Medals will not release information unless you can show us this authority. We also require a copy of the authority.
- If you cannot do this because the person concerned is unable to provide this authorisation, then we will need to receive a signed request from the person who holds the relevant Power of Attorney. We also require a copy of the Power of Attorney documents for verification purposes.

Enquiries about deceased former service personnel

- Anyone can request the service records of deceased former service personnel, whether it is for a research project, your family history or your personal interest.
- If the person concerned died after leaving the services this fact may not be recorded on their file. In such cases you will need to send us some form of "proof of death". This could be a copy of a death certificate, newspaper death notice, funeral service sheet or photograph of a headstone. No Government department or Returned Service Association is responsible for informing us of a death.

Medals Enquiries

- For information about medals entitlement and the issue of replacement medals and ribbons, please refer to the New Zealand Defence Force (NZDF) Medals website at <http://medals.nzdf.mil.nz>
- Please note that the NZDF only replaces medals during the lifetime of the former service person. NZDF cannot replace First World War medals and does not sell replica (copy) medals. Duplicate or replica medals including miniature medals can be purchased from various medal dealers in New Zealand, whose contact details can be found via an internet search for 'replica medals NZ' or searching the Yellow Pages under 'medals'.

Information Relating to Applying for Medals for deceased personnel

- If you are applying for a medal for a service person who is deceased the declaration form should be completed by the person who believes they have the best legal claim in accordance with the law; the order of entitlement generally being as shown below:
 - The beneficiary under the deceased's Will
 - The legally recognised partner, i.e. Wife, Husband, Widow, Widower, Civil Union or De Facto Partner
 - Son or Daughter
 - Grandson or Granddaughter
 - Father or Mother
 - Brother or Sister, including Half-Brother or Half-Sister
 - Grandparents
- Note 1: When none of the above persons are still living then NZDF is able to issue the unclaimed medal(s) to

another person named as next-of-kin in official records, step-son or step-daughter, nephew or niece, great-nephew or great-niece.

- Note 2: Family members are required to agree amongst themselves as to who will apply for and receive any unclaimed medals. Only one of each medal will be issued.
- You will be required to provide a certified copy of the following documentation:
 - Proof of relationship (e.g. full Birth Certificate including parents' names to show the link, Marriage Certificate or Power of Attorney).
 - Notification of death (e.g. scanned copy of either Death Certificate, Death Notice, Photo of headstone or other documentary evidence that proves that the relative is deceased)*
**Note: this is not required if the person died while on military service, or if you have previously supplied this documentation to the NZDF Personnel Archives & Medals office.*
 - The written and signed permission of the legal beneficiary of the Will or person(s) with the best legal entitlement if that is not you.

Privacy

- In submitting this form I agree to my details being used for the purposes of New Zealand Defence Force (NZDF) Personnel Archives and Medals administration. The information will only be accessed by NZDF staff as necessary.
- I understand that my data will be held securely and will not be distributed to third parties, that I have a right to change or access my information, and that when this information is no longer required for the purposes of NZDF Personnel Archives and Medals administration, official NZDF procedure will be followed to dispose of my data.

Annex B



NZDF Personnel Archives & Medals,
Private Bag 905, Upper Hutt 5140, New Zealand.
Telephone: (04) 527 5280
E-mail: nzdf.pam@nzdf.mil.nz
Website: <http://nzdf.mil.nz/personnel-records/>

Replacing Lost Medals

*Notes: Lost medals can only be replaced during the lifetime of the person to whom they were originally awarded. To obtain replacement medals write to Personnel Archives & Medals at the above address including the Statutory Declaration below swearing that you have lost your medals. You **must** use this form. Once received, Personnel Archives and Medals will issue a quote for the cost of replacing the lost medal/s.*

STATUTORY DECLARATION

I, _____

(Name in full)

of _____

(Address in full)

Occupation: _____

do solemnly and sincerely declare:-

(1) That I served in the _____ (Force) as Service

Number: _____ Rank: _____

(2) That I have lost the

_____ medal(s)

issued to me by the _____

- (3) That the circumstances surrounding the said loss are as follows:

- (4) That the loss was unavoidable, and to the best of my knowledge and belief the medal(s) is/are not in the hands of any other person.

- (5) That the date of the loss was on or about (insert date of loss)

- (6) In consideration of the issue of replacement medal(s) I assign ownership of the lost medal(s) described in this statutory declaration back to the Crown. I agree that the lost medal(s) are no longer issued to me for my permanent retention and that in the event that I subsequently find or regain control of the lost medal(s) I will return the medal(s) to the NZDF without delay. I understand that on return of the original medal(s) to the NZDF I will be reimbursed the money paid by me for the replacement medal(s).

- (7) I understand that if I retain, sell or dispose of the lost medal(s) I will be committing a criminal offence.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Oaths and Declarations Act 1957.

Declared at)
)
 this day of) (Signature of Applicant)

Before me:
(Signature)

Print Name: _____

* Justice of the Peace/Solicitor/Officer Duly Authorised to take Statutory Declarations
(* Delete as appropriate)

FOR NZDF PAM USE ONLY

The entitlement of the above-named to the medal(s) named in para (2) above has been officially verified.

For Chief of Defence Force

Updated May 2017

Annex C**United Kingdom Veterans**

For information on the United Kingdom Veterans please go to the United Kingdom government website, which provides information about services for United Kingdom veterans and useful contact details:

www.gov.uk/government/organisation/veterans-uk

Annex D**NZDF Personnel Archives - websites****NZDF Medals** – <http://medals.nzdf.mil.nz>

This website features the more common medals which have been awarded to New Zealand military personnel since the 1840s.

NZDF Personnel Archives – <http://www.nzdf.mil.nz/personnel-records/nzdf-archives/default.htm>

This website provides information about how to apply for military service records and medals from NZDF Archives, what to expect from the files and where to go for further information.

Annex E

New Zealand War Art

New Zealand Defence Force - Army. Go to www.army.mil.nz, select 'Contact Us', select 'Contact Form' and entitle your message 'War Art'

Royal New Zealand Navy Museum, Devonport, telephone 09 445 5186

Our fine art collection, which includes paintings, prints, and works on paper, focuses on an array of subject matter related to the Navy, its people, ships, and activities. Our pictorial collection portrays the Navy's past in a visual manner. This fascinating assortment of objects consists of postcards, posters, memorial scrolls, and 'Crossing the Line' certificates. The Museum also collects creative and cultural art such as taonga, carvings, craftwork, embroidery, poetry, and sheet music. These expressions of creativity are example of the many talents of our sailors.

National Army Museum, Wairouru, telephone 06 387 6911.

Holds soldiers' art including sketches, and water colours dating mainly from WWI and WWII. We hold works of Maurice Conly and Alan Oliver while on 'official' duty in Vietnam. We do hold some original McIntyre works (mainly pencil sketches and privately donated) and 1980 artist's copies for his book. The rest of our collection is made up of donated material (soldier artists).

Royal New Zealand Air Force Museum, telephone 03 343 9521 and email research@airforcemuseum.co.nz

The art collections hold a large quantity of works by Wing Commander Maurice Conly, who was the RNZAF's only official artist from World War Two to his death in 1994. These include drawings and paintings of defence works in New Zealand, visits to RNZAF squadrons in the Pacific, documenting the post-war RNZAF (eg Lauthala Bay, Fiji, prior to closure in the 1960s), New Zealand presence in Antarctica in the 1960s and 1970s and also some material relating to New Zealand forces in Vietnam. Also various commissions for fundraising for the Museum, or commissioned by RNZAF units. We have one work by Peter McIntyre, which might qualify as Official War art but apart from that all our works are by private individuals.

Auckland War Memorial Museum, telephone 09 309 0443 extension 7084 (10am to 5pm Monday to Saturday)

Archives New Zealand has an online war art exhibition accessible at <http://warart.archives.govt.nz/> The collection includes the work of some of our well known artists, such as Peter McIntyre, Alan Barns-Graham, Russell Clark, Austin Deans, George Edmund Butler and Nugent Welch who were official war artists as well as servicemen during those times.