

**Privacy Notice**

Personal information is collected under the authority of the *National Defence Act*. The information is required by the Canadian Forces Morale and Welfare Services (CFMWS) for mess administration purposes, including mess membership and distribution lists, and payment of dues. The information is also used to update your contact information in the CFMWS databases to ensure that it is accurate and up-to-date. The information may also be used for statistical, evaluation and reporting purposes.

Personal information is protected, and is only used and disclosed in accordance with the [Privacy Act](#). Under the Act, you have rights of access to and correction of your personal information, and the right to file a complaint to the Privacy Commissioner of Canada regarding the institution's handling of personal information.

If you require clarification about this statement, contact our privacy coordinator at [ATIP.AIPRP@cfmws.com](mailto:ATIP.AIPRP@cfmws.com). For more information on the *Privacy Act*, consult the [Office of the Privacy Commissioner of Canada](#).

**Clearly Print All Information**

Service Number: \_\_\_\_\_ Rank: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Initial: \_\_\_\_\_ DOB \_\_\_\_\_

Unit Name: \_\_\_\_\_ Section Name: \_\_\_\_\_ Course Name: \_\_\_\_\_

**Please Check one of the following:**Regular Force Member  COS Date: \_\_\_\_\_Reserve Member  Class: \_\_\_\_\_ Course/Contract Start Date: \_\_\_\_\_

Course/Contract End Date: \_\_\_\_\_

**To be completed by All Members:**

Home Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Cell #: \_\_\_\_\_ DWAN Email: \_\_\_\_\_ Preferred Email Address: \_\_\_\_\_

**Mandatory to be completed by Regular Force Members:**

IAW PSP Policy Manual Chapter 9-4 para 49. I hereby authorize my Mess Charges to be deducted from my pay account on my behalf to the \_\_\_\_\_, CFB/ASU Kingston.

\_\_\_\_\_  
(DATE)\_\_\_\_\_  
(MEMBER'S SIGNATURE)**OUT CLEARANCE ONLY (To Be Completed by Mess Admin)**Forwarding Mailing Address (**Updated in Datamart**) \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

**Regular Force Member:**

Posting:  Base Name: \_\_\_\_\_ COS Date: \_\_\_\_\_

Retirement:  Honorary Status Applicable:  Promotion:

**Recurring Stopped (Date)** \_\_\_\_\_

**CHECKLIST:**

- Datamart - ensure members information is updated and accurate (email address)
- Update mess membership excel spreadsheet
- Prophet - (recurring started)
- POS - add member's information to Maitre'D (Bar Chit/acqr)
- DWAN - (add member to any distribution list for the mess)

**CF1#** \_\_\_\_\_