



## MEMBERSHIP VERIFICATION PROCESS

In order to complete the Membership application process we will require the following documentation for the following types of membership:

### Serving Armed Forces / Reserves

- Please supply any official document which states you are currently serving or are in the Reserves
- Proof of Address
- Current passport or a passport sized photograph

### Veteran Members/Widow/Widower of a service person

- Proof of service document e.g. discharge papers, statement of service, any military certificates, citations, commissioning scroll, military pension document, or payslip
- Any document that shows a change of name (e.g. marriage certificate)
- Proof of Address (driver's licence, utility bill etc.)
- Current passport or a passport sized photograph

### Family Members

- Proof of service document e.g. discharge papers, statement of service, any military certificates, citations, commissioning scroll, military pension document, or payslip
- Proof of relation document (full birth certificate: yours if you are applying under a parent's service or your child's if you are applying under a child's service)
- Any document that shows a change of name (e.g. marriage certificate)
- Proof of Address (driver's licence, utility bill etc.)
- Current passport or a passport sized photograph

### Proof of service - required for all applications

Proof of service will be required to verify all membership applications; unfortunately without this documentation your membership application will not be processed.



Please send proof of service by one of the following methods:

Scan and email a copy of your proof of service to: [mem@vsc.co.uk](mailto:mem@vsc.co.uk)

Photocopy of proof of service by post addressed to:

Membership Department  
Victory Services Club  
63-79 Seymour Street  
London  
W2 2HF

Please note, we do not accept original documentation as proof of identity and only copies of official documentation should be sent in via post or email.

If you do not possess the proof of service required, please contact the Military Personnel Centres who will be able to assist you.

If you have further questions about the membership application process, please contact our Membership Office on 0207 616 8312 or email: [mem@vsc.co.uk](mailto:mem@vsc.co.uk)