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**Offer of Donation**

Thank you for your interest in donating objects and/or archival material to the Canadian War Museum. **The Museum receives hundreds of offers annually, and each offer is considered in turn. Please be aware that the evaluation and acquisitions process can be lengthy. Your patience and support of Canadian military history are appreciated.**

Please note that any objects and/or archival material accepted into the Canadian War Museum collection may be interpreted or displayed in accordance with the Museum’s exhibition and program requirements. Acquisition of objects or archival material by the Museum does not guarantee public exhibition, and the Museum does not accept donations offered with conditions.

**Please do not send your objects or archival material to the Museum until requested to do so by Museum staff**.

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| ***Part one: Source information*** |

|  |  |
| --- | --- |
| First name\*:      | Last name\*:      |
| Email\*:        | Phone number\*:       |
| *Mailing address\** |
| Street:       | City/town:       |
| Province:       | Postal code:       |

*\* required*

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| ***Are you the legal owner of the objects and/or archival material described below?*** |

Yes \_\_\_ No \_\_\_ Other \_\_\_

If you selected “Other,” please provide details.

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| ***Part two: Description of the objects and/or archival material*** |

Please provide us with specific details about the objects and/or archival material, including how they were acquired. This will assist us in our evaluation. Please include general dimensions, approximate quantities, and physical condition (for example: like new, poor, incomplete) where possible. Do you have images of the objects and/or archival material being offered, or other related documentation? Please include these files with your offer.

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What is the historical significance of the objects and/or archival material? Is there a story connected to them? For example: When were they made? How were they used? Who made them? Who did they belong to?

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| ***Part three: Service history of associated military personnel*** |

Please indicate the individual(s) associated with the objects and/or archival material being offered. For example: Are they your father’s medals? Your personal uniform? Your grandmother’s archival collection?

|  |  |
| --- | --- |
| First name:      | Last name:      |
| Middle name:      | Maiden name, if applicable:        |
| Date of birth:       | Place of birth:        |
| Date of death:       | Place of death:        |
| Dates of enlistment and/or service:        |
| Service (regimental) number:        |
| Ranks and/or appointments:       |
| Military unit or types of service:       |
| Notable experiences, achievements, and other anecdotes or relevant information:       |

**Please return the Offer of Donation form by email to:**

**acquisitions@warmuseum.ca**

**or by mail to:**

**Supervisor, Collections Information and Management**

Canadian War Museum

1 Vimy Place

Ottawa ON K1A 0M8
Canada

**For offers of published works only (for example: books, magazines, technical manuals)**, **please return the Offer of Donation form and images by email to:**

**vimy.biblio@warmuseum.ca**

**or by mail to:**

**Canadian War Museum Library**

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