



CANADIAN MILITARY ENGINEER BRANCH CERTIFICATE OF SERVICE REQUEST FORM

Surname	Initials	Rank
Orders and Decorations (MMM, MSM, CD...)	MOSID (Number / Name)	Component <input type="checkbox"/> Reg F <input type="checkbox"/> P Res
Enrolment Date (DD-MMM-YYYY)	Release Date (DD-MMM-YYYY)	Total Time Served _____ Years
Re-Enrolment Date (If applicable)	Re-Release Date (If applicable)	_____ Days
Certificate Req'd By (DD-MMM-YYYY)	Member's Preferred Language <input type="checkbox"/> English <input type="checkbox"/> French	Release Item (3a, 3b, 4a, 4b...)
(Rank) OPI (Initials, Surname)	OPI Mailing Address	
OPI Phone Number		
Remarks		

PROCESS

When a CME member (Reg F or P Res) retires, the member's Unit is responsible for requesting the Branch Certificate. The Unit OPI shall complete this request form and save it as: *Surname_Rank_Initials_Release Date_Cert Req* (ex: *Bloggins_Sgt_IM_01 Jan 21_Cert Req*). Email the completed form to CMEAdjGMC@forces.gc.ca with the file name in the subject line. The OPI will receive the member's Branch Certificate by mail.

Additionally, the OPI is to send the member's biography in both official languages with a photo for Branch-wide notification of the member's retirement.

NOTES

- Every CME member who is honourably released from the CAF is entitled to a Certificate, provided they have:
 - Completed a Variable Initial Engagement (VIE) in the Regular Force, or
 - Attained the rank of MCpl in the Primary Reserve.
- Only authorized **Orders and Decorations** are to be listed. Do not include specific medals, degrees, etc...
- Total Time Served** does not include unpaid leave or breaks in service.
- Allow approximately one month to receive the Certificate.
- Branch Certificates are sent unframed. Framing the certificate is the OPI's responsibility.