

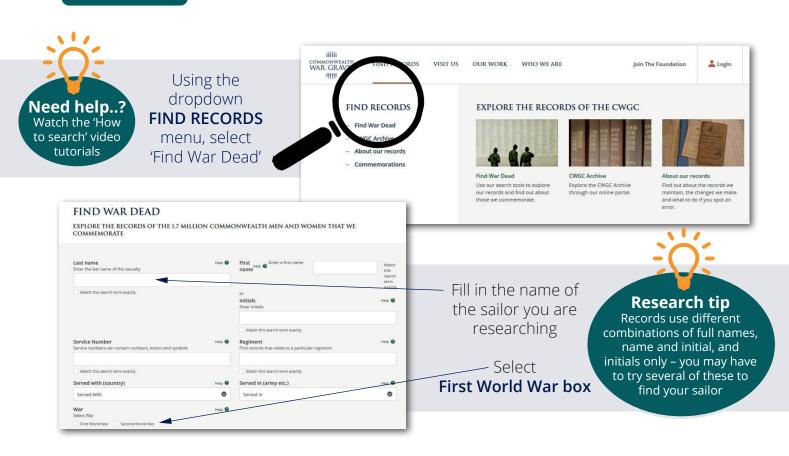
RESEARCHING A MERCHANT SAILOR WHO DIED IN THE FIRST WORLD WAR -GUIDANCE SHEET



This bitesize guide is designed to help you research a sailor who served in the Merchant Navy and who died in the First World War. Firstly, you will need to decide who you will research... this might be a relative, or you could choose a name from a local war memorial, or you might select a name from a Commonwealth War Graves (CWGC) headstone in one of our cemeteries, or within a parish churchyard local to you.

The first stage of your research starts with the **Commonwealth War Graves Commission** Casualty Database. At CWGC, we keep a record of the place of burial or commemoration of all the men and women of the Britain and Commonwealth who died in the First and Second World Wars.

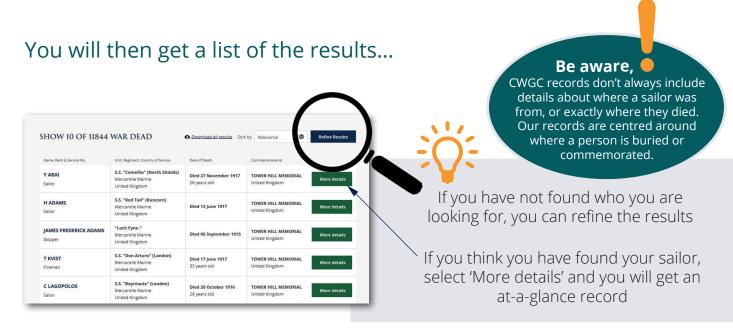
STEP 1: Visit our website at www.cwgc.org

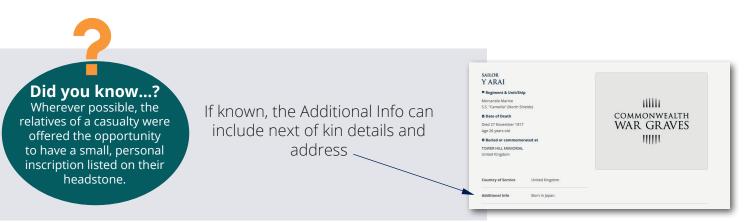


If you already have some more details about your sailor such as their age, service number, date of death, or any medals they received, you can add these into the **ADDITIONAL FIELDS** section.



If you know where your sailor died, for example, you can put this into the Additional Information box.







Lower down the page you will find a link to our **CWGC Archives** and any additional information which is held about this sailor. You can find several different types of official CWGC reports here. Find out more about these on page 3.

What are **Headstone Reports?**

These provide details of what is inscribed on an individual's headstone. The main purpose of these reports was to help manage the enormous programme of headstone production and engraving embarked by CWGC during the world wars.

What are Grave Registration Reports (GRRs)?

These forms detail the graves we are responsible for within a particular burial site. Each grave is listed by Plot, Row and Grave number. These reports often provide basic details of the individual such as their name, service number, rank, regiment, unit and date of their death, when known to us.

What are Concentration Reports?

These record details of individuals who were originally buried in smaller or isolated cemeteries, but who, at a later date, were exhumed and reburied in 'concentrated' war cemeteries. This enabled CWGC to fully commemorate and look after otherwise unmaintainable graves.

Further down on your search page you can find more details about the cemetery where your sailor is buried, or the memorial upon which they are commemorated.



Did you know...?

The CWGC maintains more than 200 memorials across the globe. These record nearly 700,000 names of those who have no known grave, were buried at sea or cremated



Step 2: Exploring additional resources to find out more about the individual



You need to check if there are any the Enquiry Files held by the **CWGC Archives** http://archive.cwgc.org These contain correspondence between the family of those killed and the Commission. Only a small number of these files still survive.

Enquiry Files cover a range of subjects, including:

- Attempts to locate a missing individual
- Requests for the remains of a casualty to be returned to the country they came from, known as the 'repatriation of remains'
- The addition of a personal inscription to a CWGC headstone
- Requests for a photograph of a grave
- Issues about the maintenance or upkeep of a grave
- The exhumation and reburial of a casualty
- The return of wooden crosses to families

Did you know...? The Imperial War Graves Commission was founded in

Commission was founded in 1917. Before that, an army unit, Directorate of Graves Registration and Enquires (DGRE) began the work of recording details of those who had died

Step 3: Searching for additional information online

A Street Near You uses maps to locate where those who died in the First World War originally came from and where they are now commemorated. You can search by lots of different terms so see what you can discover. It also provides links to other archives.

https://astreetnearyou.org





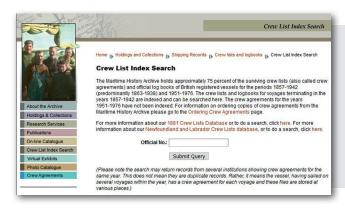
The National Maritime Museum has created number of very useful research guides to help you develop your research further. They outline other resources that are available, and how best to use them.

https://www.rmg.co.uk/discover/researchers/research-guides/research-guide-c1-merchant-navy-tracing-people-crew-lists and the second s

Crewlist.org.uk provides information about British merchant shipping with the records of every British ship registered from 1855 to the 1950s - all 200,000 of them. The data is focused on tracking down crew lists, but it provides other resources such as indexed images of the Mercantile Navy List, as well as a comprehensive set of links to other sites.

http://www.crewlist.org.uk/





The Memorial University of Newfoundland, Maritime History Archive holds around 75 per cent of the surviving crew lists (also called 'Crew Agreements') and official log books of British registered vessels for the periods 1857-1942.

https://www.mun.ca/mha/holdings/searchcombinedcrews.php

Step 4: Share their story on For Evermore

For Evermore: Stories of the Fallen is our new online resource to collect and share the stories of the men and women CWGC commemorates. If your research reveals more about the person than CWGC already knows, please add your person's story to our growing digital stories archive where it will live for evermore.

Has someone already shared something about the person you're researching?

Maybe another person from their battalion, ship, squadron, cemetery or memorial has a story?

Need inspiration before writing up your own story to share?

Visit https://www.cwgc.org/stories/

EVERY STORY FOR EVERMORE

