THE PUBLIC SERVICE OF UGANDA
PERSONAL RECORD FORM

Two copies of this Form must be filled in person by all employees joining the Public Service for the first time or on re-appointment. The Responsible Officer should forward a copy to the Ministry of Public Service. A copy should be kept in the Officer’s open file.

SECTION A – PERSONAL INFORMATION

1. Surname: 

2. Other Names: 

3. **File Number 

4. **Personal Number (from payslip): 

5. Date of Birth: ( DD MM YYYY ) 

6. Nationality and Sex: 

7. Home District (If Ugandan) ____________________________ **Code 
   Country of Origin (If Non Ugandan) ____________________________ 


9. Name of Husband*/Wife* (if applicable) ____________________________

10. Number of Children _______ Ages of Children _________________________

11. Location of Residence (Address) ____________________________

12. Place of work (Address) ____________________________

13. Religious Denomination ____________________________

14. Bank and Branch ____________________________

15. Bank Account Number ____________________________

16. Bank Account title*** ____________________________

* Delete whichever is not applicable
**To be filled in by the Head of Personnel,
*** The district code should be the same as the vote code.
**** The Bank Account Title should be same as the names on the appointment letter.