



Australian Government
Department of Defence

Application for the Issue of Medals and/or Clasps

Office use only

Application number	Bar code number
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- Please use BLOCK LETTERS only
- **Note:** If the member is deceased, please complete AD 809 - *Application for the Posthumous Issue of Medals and/or Clasps*. If the medals of a deceased member have already been issued they cannot be reissued.
- If you require more space to answer any of the questions, please attach a separate sheet of paper to this application.

Personal details

Family name	Given name(s)
Rank or title (<i>Mr, Mrs, Ms etc</i>)	Date of birth
Family name served under (<i>If different from above</i>)	Given name(s) served under (<i>If different from above</i>)

Contact details

Address	Suburb	State	Post code
Email	Telephone number(s)		

Service details

Service and/or PMKeyS number (*If known*)

Type of service (*Tick all that apply*)

Navy Army RAAF National Service Merchant Navy Qantas

Date of enlistment	Date of discharge	Branch of Service	Permanent or Reserve

If you are applying for the Australian Defence Medal, did you complete your initial enlistment period or four years service?

Yes No



If 'No', please specify your reason for discharge and provide copies of any supporting documents (*Do not send originals*)

Commission date (*If applicable*)

Do you have eligible overseas service?

Yes No



If 'Yes', please specify in which country or operation and give the approximate dates

Country or Operation	From	To

Supporting information

Awards requested *(if known)* and any other information in support of the application

Consent for the Directorate of Honours and Awards to access health records, if necessary

A number of medals have criteria which allow them to be awarded due to service being brought to an end because of service-related illness or injury. To assess the eligibility of personnel who did not complete the qualifying period for this reason, the Directorate of Honours and Awards requires access to relevant information contained in their health records. If you were discharged due to medical reasons, and wish the Directorate of Honours and Awards to progress your application, please confirm your consent by ticking 'Yes'.

I authorise the Directorate of Honours and Awards to access my Defence health records for the purpose of claiming medals:

Yes

No

(Please be aware if you do not authorise access to your Defence health records, DH&A will not be able to process your application if you did not complete the qualifying period.)

CONSENT FOR RELEASE OF HEALTH INFORMATION

Collection, storage and use or disclosure of personal information is subject to the Information Privacy Principles as set out in Section 14 of the [Privacy Act \(1988\)](#), referred to in this document as 'the Act'.

Health information is to be managed in accordance with the Act and is given a privacy marking of STAFF-IN-CONFIDENCE or MEDICAL-IN-CONFIDENCE. The 'need to know' principle is to be strictly applied.

A Health Record for Defence personnel has been maintained of medical, dental and psychology services provided to them during ADF service. Identifiable information or copies of health records may not be given to other parties outside Defence, such as hospitals and private health practitioners, unless it is required by law or permitted under the Act.

Privacy note

The Department of Defence complies with the Information Privacy Principles of the [Privacy Act \(1988\)](#) in the collection, storage, handling, use and disclosure of personal information.

This information is being collected for the purpose of assessing your application for a medal or award. Medals and awards are conferred in accordance with executive instruments of the Crown.

This personal information may be disclosed to the office of the Governor-General of the Commonwealth of Australia for approval of medals and awards.

Authorisation and declaration

I authorise Australian Government departments, agencies and other organisations and individuals to disclose to the Department of Defence any personal information required to process this application.

I acknowledge that, with the exception of any health information, the Department of Defence may disclose this personal information to the office of the Governor-General for approval of the awards.

I declare that the information I have given on this form is correct.

I understand that there are penalties for deliberately giving false or misleading information.

Signature	Printed name	Date
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Return this application to:

Directorate of Honours and Awards
CP2-1-016
PO Box 7952
CANBERRA BC ACT 2610