



Australian Government
Department of Defence

Application for the Posthumous Issue of Medals and/or Clasps

Office use only

Name	Date of acknowledgement
Application number	Bar code number

- Please use BLOCK LETTERS only.
- **Note:** If medals have already been issued, the medals **cannot** be reissued.
- If you require more space to answer any of the questions, please attach a separate sheet of paper to this application.

Your contact details

Family name		Given name(s)		
Title (<i>Mr, Mrs, Ms etc</i>)	Relationship to member			
Address		Suburb	State	Post code
Email		Telephone number(s)		

Deceased member's details

Family name		Given name(s)		
Family name served under (<i>if different from above</i>)		Given name(s) served under (<i>if different from above</i>)		
Rank (<i>if known</i>)	Service or PMKeyS number (<i>if known</i>)		Date of birth	

Type of service (*Tick all that apply*)

Navy Army RAAF National Service Merchant Navy Qantas

Awards details

Awards requested (<i>if known</i>) 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 the member was discharged due to medical reasons, and you 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 the Defence health records of _____
_____ (insert name) for the purpose of claiming medals:

Yes No (Please be aware if you do not authorise access to the member's Defence health records, DH&A will not be able to process the application if the member 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
-----------	--------------	------

Return this application to:

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

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service;
or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

GUIDANCE FOR PERSONS WHO MAY BE ELIGIBLE TO MAKE APPLICATION FOR THE GRANT OF UNISSUED SERVICE AWARDS OF DECEASED MEMBERS

1. This guidance is provided for those making application to be granted the unissued service awards of deceased members of the Australian Defence Force (ADF). The term 'members' refers to serving and former members of the ADF, and civilians deemed eligible to receive service awards under determinations for those awards.

Categories of applicant

2. Under the Defence policy for the granting of unissued awards there are two categories of claimant. These are members of the deceased person's immediate family and other persons who may be considered under exceptional circumstances. The Defence policy is available on the Directorate of Honours and Awards (DH&A) website: www.defence.gov.au/medals

3. **Immediate family member.** A relative of the deceased member whose relationship is included in the list below is entitled to apply as a member of his or her immediate family. The immediate family section of the statutory declaration should be completed by those persons. This list is in descending priority of entitlement.

Spouse/defacto spouse (*Relationship to the member at time of their death*)

Child

Grand child

Parent

Sibling

4. **Other claimants.** Any person who is not listed as an immediate family member may apply to have special consideration for the granting of unissued awards. These applications will be considered by the approving delegate on a case by case basis. Applicants are required to provide a statement that fully details the justification for their claim. Examples of circumstances that could be given are that no member of the immediate family remains or that the applicant holds the deceased member's original medals by gift or bequest. Similarly, an institution such as an approved museum, an orphanage or school that may have been bequeathed or gifted a member's medals may also be considered.

5. Persons applying to be granted unissued medals by virtue of holding a deceased member's medals must produce those medals to the person before whom the declaration is made to certify that they are the medals originally issued to the deceased member and have the member's details properly engraved upon them.

6. Possession of a deceased member's medals will not necessarily give a person a higher priority to claim other medals. If a person with a higher priority to claim is known, that person must apply for unissued medals. Under no circumstances will unissued medals be granted to medal dealers or collectors, even if a deceased member's original awards are held by them.

Action in case of dispute

7. Applicant/s must note that if they are granted award/s, they become the personal property of the recipient. Any dispute arising after awards are issued is to be resolved in the same way as any other property matter. Defence has no responsibility for awards that have been issued and will not become involved in any property dispute that may arise.

8. If DH&A becomes aware of any dispute that exists before approval is given to grant awards, normally no grant will be made until the dispute is resolved. However, if an applicant is able to present strong evidence that resolution is impossible and every effort has been made to achieve resolution, the approving authority may determine that awards be granted, notwithstanding lack of resolution.