

APPLICATION FOR THE ISSUE OR REPLACEMENT OF AUSTRALIAN DEFENCE FORCE MEDALS/AWARDS

General

The enclosed application form has been developed by the Department of Defence to simplify the process for ex-Service personnel making claim to an Australian Defence Force medal or award. Applications for medals for service in foreign defence forces, including former service in the British Armed Forces, should be directed to the Defence Headquarters of the countries involved. The following will assist individuals in completing the form.

Where possible, all appropriate boxes should be completed, but at a minimum the following should be observed:

- Personal entitlement - Service Number, Date of Birth, Surname of Eligible Person, Given Names, Postal Address and Signature. The Statutory Declaration at page 2 is not required to be completed when individuals are applying for their own medal entitlements.
- Posthumous issue of unclaimed medals – in relation to the deceased person their Service Number, Surname of Eligible Person and Given Names. In relation to the applicant, Name of Applicant, Applicant's relationship to deceased person, Postal Address and Signature. The Statutory Declaration at page 2 must be completed. Note that a Statutory Declaration must be witnessed under the *Statutory Declarations Act 1959* as amended. A list of whom a declaration may be witnessed by is at Annex A to this information sheet.
- For all applications for lost or destroyed medals, the Statutory Declaration at page 2 must be completed.

Establishing the correct entitlement of an individual can be a time-consuming procedure involving lengthy manual searches of personnel records. To ensure fairness, each inquiry is processed in order of receipt. If entitlement to an award is established it needs to be formally approved, engraved and forwarded by registered post. This can mean an overall response time of some months.

Posthumous Awarding Policy

In the event of the death of an individual before a medal is awarded, the medal may then be issued to one of the following persons on the basis that the original entitlement had not been received by the deceased member:

- a. an Executor of a will,
- b. Public Trustee Administrator appointed by the State in cases of intestacy; or

- c. a person who can provide legal proof to their status as the sole beneficiary to the claim being made for posthumous issue of the Service award(s) (if such proof cannot be tendered, the entitlement remains unclaimed and may lapse).

Examples of legal proof are:

- Certified true copies of the deceased member's "Last Will and Testament" or extracts thereof;
- Letter from a solicitor stating the applicant is sole beneficiary to a deceased member's estate, or at the very least the deceased member's medals.

Upon the death of the original entitled person any Service awards should be treated as part of the estate like any other personal items of value and bequeathed as such. Similarly, upon the death of a claimant (beneficiary) who had received the entitlement of another deceased person, Service awards should be distributed or disposed of according to family arrangements and wishes. The Department of Defence has no involvement or obligation to arbitrate in these matters.

Applications for the Cadet Forces Service Medal

The enclosed application is not to be used for the Cadet Forces Service Medal. An application form for this medal may be found on the Defence Force Web at address <http://www.cadetnet.gov.au/asp/index.asp>. The process under which the medal may be claimed is also detailed in the web site.

Applications for the Anniversary of National Service 1951-1972 Medal

The enclosed application is not to be used for the Anniversary of National Service 1951-1972 Medal. Please use the Application for this medal (AD 180) on this web page at URL http://www.defence.gov.au/dpe/dpe_site/honours_awards/resources/forms/ad180.pdf. Note that it is a Statutory Declaration which must be witnessed under the *Statutory Declarations Act 1959* as amended. A list of whom a declaration may be witnessed by is at Annex A to this information sheet.

Policy on Replacement of Medals

The Government's replacement medals policy is:

- Free replacement will only go to the original recipient.
- Free replacement will not occur if the medals have been sold.
- No replacement should be made until a period of two months has elapsed from the date of loss.
- An applicant is to certify that no compensation has been received for the loss and that no compensation will be claimed.

Original recipient is meant as the person to whom the entitlement belongs, ie. the person who earned the award.

As medals are an individual entitlement, the Government considers that medals may be re-issued to the original recipient when the originals are lost, destroyed or stolen even after discharge of an individual from the Australian Defence Force. This policy is also designed to

eliminate the possibility of multiple demands for replacement sets from the same family, and to overcome any difficulty in determining who is the legitimate recipient.

The Department of Defence is bound to adhere to the current policy.

For various legislative and practical reasons, Defence cannot replace lost deceased Service awards on repayment. However, entitlements of deceased members can be obtained from the Directorate of Honours and Awards following a written request in order for families to purchase replica awards from commercial military memorabilia outlets. Many of these replicas are of very high quality.

Addresses and Phone Numbers

Contact details are:

Directorate of Honours and Awards

T-1-49

Department of Defence

Canberra ACT 2600

E-Mail: dpe.honoursandawards@defence.gov.au

Tel: 1800 111 321

Note: This includes medals enquiries with respect to Merchant Marine service

ANNEX A

A Statutory Declaration under the *Statutory Declarations Act 1959* as amended may be made before:

Part 1 - Members of Certain Professions

Chiropractor
Dentist
Legal practitioner
Medical practitioner
Nurse
Patent attorney
Pharmacist
Veterinary surgeon

Part 2 - Other Persons

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 1985*)

Bailiff

Bank officer with 5 or more continuous years service

Building Society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Civil marriage celebrant

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

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

Judge of a court

Justice of the Peace

Magistrate

Master of a court

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 years or more continuous service; or

(c) 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 the Institute of Corporate Managers, Secretaries and Administrators

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

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 Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of:

(a) the Commonwealth or of a Commonwealth authority; or

(b) a State or Territory or of 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 Part

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

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 officer of the Commonwealth, or of a State or Territory, or of a Commonwealth, State or Territory authority

Sheriff

Sheriff's officer

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