



Department of Defence

Australian Government
Department of Defence

Application for the Issue or Replacement of Australian Defence Force Medals and/or Awards

1. Please use **BLOCK** letters only.
2. If claiming for replacement medals and/or awards, the Statutory Declaration on page two must be completed (Replacement awards will only be made to original recipient).
3. If claiming for a deceased person, the Statutory Declaration on page two must be completed.

Return to	Directorate of Honours and Awards T-1-49 Department of Defence CANBERRA ACT 2600 Telephone: 1800 111 321
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Branch of service (Tick all that apply) Navy Army RAAF Other Specify

Type of service Permanent Reserves

Personal details

Service or PMKeyS number of eligible person	Rank (Current or on discharge)	Date of birth
Family name of eligible person		Given names of eligible person
Family name served under (If different to above)		Given names served under (If different to above)
Dates of enlistment		Dates of discharge
Applicant's family name (If different to above)		Applicant's given names (If different to above)
Applicant's relationship to eligible person		Applicant's title
Self <input type="checkbox"/> Executor of will <input type="checkbox"/> Administrator of estate <input type="checkbox"/> Sole beneficiary under will <input type="checkbox"/>		Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/> Specify <input style="width: 100px; height: 20px;" type="text"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>

Contact details

Postal address			
State	Postcode	Home phone number	Work phone number
Email			

Awards requested (if known) and any other information applicable in support of application. Medals and/or awards being claimed are subject to verification by the issuing authority

Use and disclosure of personal information

DHA contracts out to third party entities the assessment and despatch functions of certain Defence medals. Accordingly, DHA *may* disclose some of your personal information such as name, postal address and service number to these contracted third parties. However, it is only for the purposes of assessment, engraving, despatch and correspondence in regards to medals entitlements. By signing this application form you acknowledge this disclosure.

Signature of applicant	Date
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STATUTORY DECLARATION

Statutory Declarations Act 1959

(1) Insert name, address and occupation of person making.

I, ⁽¹⁾ _____

make the following declaration under the *Statutory Declarations Act 1959*:⁽²⁾

(2) Delete either Section 1 or Section 2 whichever is not applicable.

Section 1 - For the replacement of lost or stolen medals or awards⁽³⁾

The medals and/or awards issued to me by the Australian Defence Force were LOST/STOLEN

(3) Delete whichever is not applicable.

on _____⁽³⁾ (date). The Loss/theft was reported to _____

however, the medals and/or awards have not been recovered.

Section 2 - For the Posthumous Issue of Unclaimed Medals or Awards

(4) Insert the service number and full name of the deceased service person whose medals and/or awards you are claiming.

I am _____
(Insert title from note 1 below)

who is most entitled to receive the unclaimed medals and or awards of the deceased ⁽⁴⁾ _____

_____ (date deceased) _____

Medals and/or awards being claimed for _____

I have not received any compensation for the loss, and in the event of replacement of the above mentioned medals and/or awards at public expense, no such compensation will be claimed by me or on my behalf.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

(5) Signature of person making the declaration.

⁽⁵⁾ _____

(6) Place

Declared at ⁽⁶⁾ _____ on ⁽⁷⁾ _____ of ⁽⁸⁾ _____

(7) Day

(8) Month and year

before me,

(9) Signature of person before whom the declaration is made (See page 3)

⁽⁹⁾ _____

(10) Full name, qualification and address of person before whom the declaration is made (In printed letters)

⁽¹⁰⁾ _____

Notes

- Order of entitlement for issue of Posthumous and unclaimed Medals and/or Awards are:
 - Executor of the will.
 - Public Trustee Administrator in cases of intestacy.
 - 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).
- All deletions or corrections are to be initialled.
- Replacement issues will only be made to the qualifying member.
- Medals and/or awards being claimed for issue are subject to verification by the issuing authority.

A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years - see Section 11 of the [Statutory Declarations Act 1959](#).

Chapter 2 of the Criminal Code applies to all offences against the [Statutory Declarations Act 1959](#) - see Section 5A of the Statutory Declarations Act 1959.

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