



# Application for Australian Defence Medal

## OFFICE USE ONLY

Applicant's name	Date of acknowledgement	Bar code number
Application number	Electorate	

### Eligibility

The Australian Defence Medal recognises Australian Defence Force personnel who have efficiently completed either:

- an initial enlistment period; or
- four years service;

whichever is the lesser and all of the relevant service was **after 3 September 1945**.

Included are former Defence Force members who did not complete the qualifying period because they:

- died in service;
- were medically discharged and the impairment was compensable at the time of discharge; or
- left the service due to a Defence workplace policy of the time (e.g. in the past a woman was required to resign on marriage).

World War II veterans are **not** eligible for the Australian Defence Medal unless they were demobilised, re-enlisted after **3 September 1945** and then met the above criteria.

The Australia Service Medal 1939-45 is the Australian award for the recognition of World War II service.

### Who should use this form?

- Former Regular Defence Force members.
- Current and former Reserve Defence Force members.
- Those with a combination of Regular and Reserve service.
- Former national servicemen.

**Current Regular Defence Force members will be automatically assessed for the award and therefore do not need to complete an application form.**

### Reserve Service

Current Reserve members should supply certification from their unit commanding officer stating that their service was efficient and in line with the eligibility criteria. For Reserves, the definition of 'efficient' for the Australian Defence Medal is the same as for long service awards. The efficiency requirements are set out in *Defence Instruction (General) Personnel 31-1*.

You can find a copy of this instruction in the Application Forms section of our website: [www.defence.gov.au/medals](http://www.defence.gov.au/medals)

Former Reserve members should supply a certified true copy of their discharge certificate or statement of service. Do not send original documents. If you are unable to provide documentation the processing of your application may be delayed.

### Documents

The provision of copies of official documents relating to your service will speed up the processing of your application.

**Do not send original documents.**

Copies of documents must be certified true copies. An authorised person, such as justice of the peace, can certify documents. Other authorised people include legal and medical practitioners, pharmacists, members of parliament, full-time teachers and police officers.

A full list of who can certify documents is available on our website:

[www.defence.gov.au/medals](http://www.defence.gov.au/medals)

### Need more room?

If you require more space to complete any of the questions, please attach additional pages.

### Posthumous awards

The Australian Defence Medal may be awarded to the estate of Defence Force members who are deceased and met the qualifying criteria, but a different form needs to be completed for posthumous awards.

For a copy of the **Application for Posthumous Awards** form visit our website:

[www.defence.gov.au/medals](http://www.defence.gov.au/medals) or phone 1800 111 321.

**SECTION A****Personal details**

1 Surname

2 Given name(s)

3 Previous name (if relevant)

4 Rank on discharge

5 Gender Male  Female

6 Date of birth

**SECTION B****Contact details**

7 Address

8 Telephone number(s)

9 E-mail address

**SECTION C****Service details****10 Please state your service details**

If you have documents that verify your service such as a statement of service, discharge certificate or national service card, please attach certified true copies. **Do not** send any original documents.

If you do not have these records please do not approach Defence Records. We will do this on your behalf.

	Service and/or PMKeyS number(s)	Date of enlistment	Date of discharge	Regular, Reserve, national service or other (please specify)
Royal Australian Navy	<input type="text"/> <input type="text"/>	<input type="text" value="/ /"/> <input type="text" value="/ /"/>	<input type="text" value="/ /"/> <input type="text" value="/ /"/>	<input type="text"/> <input type="text"/>
Australian Army	<input type="text"/> <input type="text"/>	<input type="text" value="/ /"/> <input type="text" value="/ /"/>	<input type="text" value="/ /"/> <input type="text" value="/ /"/>	<input type="text"/> <input type="text"/>
Royal Australian Air Force	<input type="text"/> <input type="text"/>	<input type="text" value="/ /"/> <input type="text" value="/ /"/>	<input type="text" value="/ /"/> <input type="text" value="/ /"/>	<input type="text"/> <input type="text"/>

Foreign service, either on loan or exchange with the Australian Defence Force, does not count as eligible service for the Australian Defence Medal.

**11 Do you have a long service award for defence service?**

No  ▶ Please go to Question **12**

Yes  ▶ Please tick the relevant award(s)

Defence Force Service Medal

Defence Long Service Medal

Reserve Force Medal





Reserve Force Decoration

Other long service award (*please give details*)

**12 Do you have less than four years service?**

No  ▶ Please go to Question **13**

Yes  ▶ What was the reason for discharge?

The initial period of enlistment was completed and the service was in:	
<input type="checkbox"/> National service	 Please attach certified true copies (not original documents) of any relevant official documents such as service records or certificate of discharge
<input type="checkbox"/> Interim forces	
<input type="checkbox"/> British Commonwealth Occupation Forces Japan	
<input type="checkbox"/> Korea Forces	
OR	
<input type="checkbox"/> Discharged because of a compensable impairment	 Please attach certified true copies (not original documents) of confirmation of eligibility for compensation
OR	
<input type="checkbox"/> Discharged on marriage	 Please attach a certified true copy (not original documents) of the marriage certificate
OR	
Other ( <i>please give details</i> )	 Please attach certified true copies (not original documents) of any relevant documents
<input type="text"/> <input type="text"/>	

**SECTION D**

**Presentation of award**

If your application is successful and you are a current Reserve member, the Australian Defence Medal will be sent to your commanding officer for presentation.  
 If you are a former Defence Force member and your application is successful, the medal will be presented to you at a ceremony in the electorate of your federal member of parliament **unless you specify otherwise**.

**13 How do you wish to receive the medal?**

At one of the biannual presentations

Sent to me by registered post

**14 How did you hear about the Australian Defence Medal?**

Advertisement in newspaper or magazine (*please specify publication*)

RSL or other ex-Service organisation

Television or radio

Brochure

Word of mouth

Other (*please specify*)

**SECTION E**

**Declaration**

I declare that the information I have given is correct.

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

I have enclosed certified true copies of official documents where they are available. I understand that not supplying documentary evidence to support my claim may result in delays in processing my application.

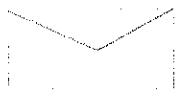
I authorise Australian Government departments, agencies and other organisations and individuals to disclose to the Department of Defence any personal information required to process this application.

I give permission for the Department of Defence to obtain information about the acceptance of liability for an injury, illness or disease from the Department of Veterans' Affairs under the *Veterans' Entitlements Act 1986*, the *Safety, Rehabilitation and Compensation Act 1988* and the *Military Rehabilitation and Compensation Act 2004*.

I acknowledge that the Department of Defence may disclose my personal information to third party contractors for the purposes of assessing this application, for engraving and dispatching the medal and for writing correspondence about medal entitlements.

**YOUR SIGNATURE**

Date



**Return this application form and copies of any documents to:**

Directorate of Honours & Awards  
Department of Defence  
Reply Paid 4455  
KINGSTON ACT 2604

**No postage stamp required**

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