

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; or
- left the service due to a Defence workplace policy of the time (eg in the past a woman was required to resign on marriage).

Please note that applications from members medically discharged for a non-compensable impairment will be dealt with on a case-by-case basis.

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

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

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 the Posthumous Issue of Medals form visit our website:

www.defence.gov.au/medals or phone 1800 111 321.

Section A - Personal details

Applicant's family name		Applicant's given name(s)	
Previous name (If relevant)	Rank on discharge	Gender	Date of birth

Section B - Contact details

Address		Postcode
Contact phone number	Contact phone number	Email address

Section C - 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.)

Royal Australian Navy

Service and/or PMKeyS number(s)	Date of enlistment	Date of discharge	Regular, Reserve, National Service or other (Please specify)

Australian Army

Service and/or PMKeyS number(s)	Date of enlistment	Date of discharge	Regular, Reserve, National Service or other (Please specify)

Royal Australian Air Force

Service and/or PMKeyS number(s)	Date of enlistment	Date of discharge	Regular, Reserve, National Service or other (Please specify)

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

1. Do you have a long service award for Defence service?

Yes No ➔ Please go to Question 2.

Defence Force Service Medal Defence Long Service Medal Reserve Force Medal Reserve Force Decoration
 Other long service award

Please give details

2. Do you have less than four years service?

Yes No ➔ Please go to Section D

What was the reason for discharge?

- The initial period of enlistment for National Service was completed;
- The initial period of enlistment for Interim Forces was completed;
- The initial period of enlistment for British Commonwealth Occupation Forces Japan was completed;
- The initial period of enlistment for Korea Forces was completed;
- Discharged medically unfit for service. For a compensable impairment Yes No
- Discharged on marriage; or

Other ➔ Please give details

Please attach certified true copies (not originals) of any relevant documents.

Section D

If your application is successful and you are a current Defence Force 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, you may elect to have your medal presented to you at a ceremony in the electorate of your Federal Member of Parliament.

Please note: As these ceremonies are usually held only once or twice a year, it may be some time before you receive your medal if you elect to have it presented in this way. You will be advised once the electorate office confirms the presentation date.

How do you wish to receive the medal?

At a presentation in my federal electorate

Sent to me by registered post

How did you hear about the Australian Defence Medal?

Advertisement in newspaper or magazine ➡

RSL or other ex-Service organisation

Television or radio

Brochure

Word of mouth

Other ➡

Section E

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.

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 the Department of Defence may disclose this personal information to the office of the Governor-General for approval of the awards and/or to the offices of Federal Members of Parliament for the presentation of awards.

I authorise 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' Entitlement Act (1986), the Safety, Rehabilitation and Compensation Act (1988) and the Military Rehabilitation and Compensation Act (2004).

I give permission for the Directorate of Honours and Awards to access/obtain medical information from Navy/Army/Air Force Health Records concerning the reason that I was medically discharged from service.

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

Australian Defence Medal
The Directorate of Honours and Awards
T-4
Department of Defence
PO Box 7952
CANBERRA BC ACT 2610

No postage stamp required

Office use only

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