

Department of Defence

Application for the Australian Defence Medal

Guidelines for completion

The Australian Defence Medal (ADM) has been established to recognise serving and former Australian Defence Force (ADF) Regular and Reserve personnel who have demonstrated their commitment and contribution to the nation by serving for at least four years, or, completion of their initial term of engagement, whichever is the lesser.

Who is eligible?

In addition, eligibility for the ADM will be extended to ex-service personnel who:

- have died in service;
- have been medically discharged with a compensatory impairment at the time of their discharge, thus rendering them unable to serve the required minimum qualifying period; or
- have honourably served but, due to some Defence workplace enlistment policies of the time (as determined by the Chief of the Defence Force), were unable to serve the required minimum qualifying period.

Documents required for verification of service

All applications for the ADM will need to undergo a verification process to ensure that all information provided is true and correct. This process will be greatly assisted by applicants providing documentation that verifies all service in the ADF. **Certified true copies (no originals please)** of documents will be accepted as proof of service, eg:

- Certificate of Service
- Certificate of Discharge
- Extracts of service records
- Details of any Long Service Awards received.

These documents should be certified by a Justice of the Peace or other authorised person (see Certification of Documents page). **Please note that if these documents are NOT provided, there may be significant delays in assessing the application.**

If an applicant does not have supporting documentation, the Directorate of Honours and Awards (DHA) will check applicants service records to verify an entitlement (or otherwise) to the ADM.

Information for those with Reserve service

Members of the Reserves (serving and ex-serving) will need to supply supporting documentation with their application. They may provide documentation signed by their unit Commanding Officer that certifies their service as efficient and in line with the medal regulations. **Please note that failure to do so will mean the applicant may incur lengthy delays due to the amount of manual checking required to verify Reserve service.**

Non-Effective Service

Non-Effective Service of 21 days or more will not be counted towards the ADM, as will any other Non-Effective Service as determined by Defence policy. Normally, only service rendered under Defence conditions of service and remunerated at Service rates of pay may be taken into account as qualifying service for awards awarded by time. Service in the Standby Reserve or Ready Reserve where no training commitment applies will not be taken into account as qualifying service.

Application forms for further medal entitlements

The application forms for the ADM can only be used to apply for the ADM. All other medal applications must be made separately. Application forms for the Anniversary of National Service 1951-1972 Medal, the Pingat Jasa Malaysia, and the generic application form (for all other service medals and long service awards) can be obtained by calling the DHA on 1800 111 321, or can be downloaded from the Honours and Awards website at the following link:
http://www.defence.gov.au/dpe/dpe_site/honours_awards/resources/forms/forms.htm

Completing the Australian Defence Medal application form (Form AD 497)

- Please use BLOCK letters only.
- Some fields on each form are **mandatory** and **must** be completed as appropriate.
- Please complete the entire form and provide details of ALL ADF service, and **provide documents to verify service.**
- There is enough room for listing two separate periods of mixed service on the form; if more room is needed, attach additional pages. This is in relation to service in two or more arms of the ADF.
- Applications will be processed in order of receipt and are subject to verification by the Department of Defence. However, applicants who do not include documents to verify service will experience delays with their application.
- Please attach certified true copies (no originals please) of Certificate of Service or Certificate of Discharge etc.
- Posthumous and unclaimed Medals or Awards for deceased ex-serving members will be issued to the beneficiary of the estate of the deceased member.
- The application form (AD 497) must be witnessed and certified by a Justice of the Peace or other authorised person.

Fraudulent claims

Persons who submit fraudulent applications based on a statutory declaration may be subject to prosecution under Section 11 of the *Statutory Declarations Act 1959* as amended, which states in part that:

A person must not intentionally make a false statement in a statutory declaration.

Penalty: Imprisonment for 4 years.

Falsely claiming entitlement to the ADM, and then subsequently wearing the award, is an offence under Section 80B of the *Defence Act 1903* - Improper use of service decorations. This offence is also punishable by fine and/or imprisonment.

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Certification of Documents

Posthumous applications

Posthumous applications for the Australian Defence Medal (and other medals) will only be considered from the following:

- (a) Executor of the Will of the deceased member
- (b) Public Trustee Administrator appointed by the State in cases of intestacy
- (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).

Please note that Statutory Declarations, birth certificates or marriage certificates tendered in isolation do not equate to legal proof of your beneficiary status.

Examples of acceptable legal proof are as follows:

- A letter from a solicitor identifying you as the Executor of the estate or Public Trustee Administrator in the case of intestacy of a deceased members estate;
- A Certified True Copy of the Will (or extract thereof) identifying you as sole beneficiary to the deceased person's estate; or
- A letter from your solicitor stating that you are legally the sole beneficiary.

A Justice of the Peace or other authorised person must certify current and posthumous ADM application forms (AD 497), as well as documents provided as proof of service for applications. A Statutory Declaration under the *Statutory Declarations Act 1959* as amended may be made before:

- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Pharmacist
- Veterinary surgeon
- 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*)
- Building Society officer with five or more years of continuous service
- Chief Executive Officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Bank Officer or Credit Union Officer with five 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*
- Member of the Australian Defence Force who is an officer; or a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with five or more years of continuous service; or 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 Engineers Australia, other than at grade of student
- Member of the Parliament of the Commonwealth; or the Parliament of a State; or a Territory Legislature; or 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 Commonwealth or a Commonwealth authority; or a State or Territory or a State or Territory authority; or a local government authority; with five or more years of continuous service who is not specified in another item in this list
- Permanent employee of the Australian Postal Corporation with five 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
- Teacher employed on a full-time basis at a school or tertiary education institution

Note: The above list is not exhaustive. Please refer to the Honours and Awards internet site at www.defence.gov.au/dpe/ for a complete list of authorised persons before whom a Statutory Declaration can be made.

Application for the Australian Defence Medal

AUSTRALIA

STATUTORY DECLARATION

- To be completed by the FORMER Service member. All deletions or corrections are to be initialled.
- Fields marked with an asterisk (*) are mandatory and must be completed.

I, (Full name) _____
Here insert the **title and full name** of person making this declaration.

of, (Full address) _____ Postcode _____

Telephone _____ Mobile _____ Date of birth _____
Include area code

Email _____

do solemnly and sincerely declare that I served in the Australian Defence Forces and that my details were as follows:

Details of Service (Complete box (2) only if service was mixed).

Rank on termination	Service number(s) *	Date of enlistment *	Date of discharge *
Branch of Service (1) *		(Specify)	Type of Service *
Navy <input type="checkbox"/> Army <input type="checkbox"/> Air Force <input type="checkbox"/> Other <input type="checkbox"/> →			Regular <input type="checkbox"/> Reserve <input type="checkbox"/>

Rank on termination	Service number(s)	Date of enlistment	Date of discharge
Branch of Service (2)		(Specify)	Type of Service
Navy <input type="checkbox"/> Army <input type="checkbox"/> Air Force <input type="checkbox"/> Other <input type="checkbox"/> →			Regular <input type="checkbox"/> Reserve <input type="checkbox"/>

Defence Long Service Awards

Have you been awarded a Long Service Medal? Yes (Please specify below) <input type="checkbox"/> No <input type="checkbox"/>	Did you render National Service? *
Defence Force Service Medal <input type="checkbox"/> Reserve Force Medal <input type="checkbox"/> Long Service and Good Conduct Medal <input type="checkbox"/> Defence Long Service Medal <input type="checkbox"/> Reserve Force Decoration <input type="checkbox"/> Other long service medal <input type="checkbox"/> → Please specify, with date qualified _____	Yes <input type="checkbox"/> No <input type="checkbox"/>

Use and disclosure of personal information

DHA may contract out to third party entities the assessment and despatch functions of certain Defence medals. In the future, some despatch functions may be undertaken by overseas entities. Accordingly, DHA will 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.

Declaration

I declare that the information provided above is true and correct regarding my service, and I am aware that if awarded the ADM on the basis of a false application, that I may be subject to penalties under the *Defence Act 1903* as described in the instructions. I also make this solemn declaration by virtue of the *Statutory Declarations Act 1959*, and I am subject to the penalties provided by that Act for the making of false statements in Statutory Declarations, conscientiously believing that statements in this declaration to be true in every particular.

Signature of person making declaration _____

Declared at _____ on the _____, 20 _____

before me,

Signature of person before whom the declaration is made _____

Title of person before whom the declaration is made _____

Return form to:
Directorate of Honours and Awards
T-1-49
Department of Defence
Reply Paid 4455
Kingston ACT 2604

You may elect to have your service recognised at a bi-annual presentation arranged by Defence in your region. You may also receive your medal through the post.

- Presentation. My Federal electorate is _____
- Mail (Registered Post)

This form is to be used for the Australian Defence Medal only. For further information please visit our website at www.defence.gov.au/dpe or call 1800 111 321.

Department of Defence

Application Concerning the Posthumous Issue of the Australian Defence Medal

AUSTRALIA

STATUTORY DECLARATION

- This Statutory Declaration may only be completed by the Executor of the will, Administrator in case of intestacy, or a person who can prove legal status as sole beneficiary to this claim.
- All deletions or corrections are to be initialled.
- Fields marked with an asterisk (*) are mandatory and must be completed.

I, (Full name) _____
Here insert the **title and full name** of person making this declaration.

of, (Full address) _____ Postcode _____

Telephone _____ Date of birth _____ Email _____
Include area code

do solemnly and sincerely declare that I wish to apply for the unclaimed Australian Defence Medal in respect of the following deceased ex-member:

Family name *		Given name(s) *		Date of birth *	Date deceased
Rank on termination	Service number(s)		Date of enlistment	Date of discharge	
Branch of Service (1) *			(Specify)	Type of Service	
Navy <input type="checkbox"/> Army <input type="checkbox"/> Air Force <input type="checkbox"/> Other <input type="checkbox"/>				Regular <input type="checkbox"/> Reserve <input type="checkbox"/>	
Rank on termination	Service number(s)		Date of enlistment	Date of discharge	
Branch of Service (2)			(Specify)	Type of Service	
Navy <input type="checkbox"/> Army <input type="checkbox"/> Air Force <input type="checkbox"/> Other <input type="checkbox"/>				Regular <input type="checkbox"/> Reserve <input type="checkbox"/>	

Did the deceased ex-member ever receive a Long Service Award?		Did the deceased ex-member ever render National Service?	
No <input type="checkbox"/>	Yes <input type="checkbox"/> <i>Please specify</i> _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I have enclosed **certified true copies** of the official documents as proof of service (Statement of Service, Discharge Certificate etc). I understand that failure to supply these documents may result in delays with my application. Applications will be processed in order of receipt and are subject to verification by the Department of Defence.

Use and disclosure of personal information

DHA may contract out to third party entities the assessment and despatch functions of certain Defence medals. In the future, some despatch functions may be undertaken by overseas entities. Accordingly, DHA will 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.

I have enclosed proof that I am the Executor of the will, Administrator in case of intestacy, or a person who can prove legal status as sole beneficiary to this claim.

I declare that I am the executor or sole beneficiary (*delete as necessary*) entitled to receive the Australian Defence Medal. I hereby indemnify the Commonwealth of Australia against any claim arising from the incorrect award of the medal. I make this solemn declaration by virtue of the *Statutory Declarations Act 1959*, and subject to the penalties provided by that Act for the making of false statements in Statutory Declarations, conscientiously believing that statements in this declaration to be true in every particular.

Signature of person making declaration _____

Declared at _____ on the _____, 20 _____

before me,

Signature of person before whom the declaration is made _____

Title of person before whom the declaration is made _____

Return form to:
Directorate of Honours and Awards
T-1-49
Department of Defence
Reply Paid 4455
Kingston ACT 2604

You may elect to have the member's *service* recognised at a bi-annual presentation arranged by Defence in your region. You may also receive the medal through the post.

- Presentation. My Federal electorate is _____
- Mail (Registered Post)

This form is to be used for the Australian Defence Medal only. For further information please visit our website at www.defence.gov.au/dpe or call 1800 111 321.