



Defence Medals Online Application Form Support Guide

In your role as a support organisation for Australian military veterans, you may be called upon to provide assistance to your members when they are seeking to apply for recognition within the Australian Honours and Awards System.

The Department of Defence Directorate of Honours and Awards has recently implemented an online form in order to streamline the processing of applications.

Information you need:

- The applicants personal details, including:
 - Full Name
 - Date of Birth
 - Service and/or PMKeyS number – if unknown call 1800 DEFENCE. If the application is being completed on behalf of a previously serving member (for example, by a family member or RSL) it is not necessary to know the Service and/or PMKeyS number
 - Contact details (phone, email, address etc.)
 - Service they were a member of
 - Last rank held
 - Service status – Currently Serving, Discharged, Deceased
- The Type of Application they are applying for (select one – *this list is subject to change*):
 - Full Medal Assessment
 - Replacement Medals
 - List of Previous Awards
 - Republic of Vietnam Cross of Gallantry with Palm Unit Citation
 - Australian Operational Service Medal Border Protection
 - Australian Defence Medal
 - Long Service Medal
- Type of Service – Permanent, Reserve, National Service, Civilian
- Supporting information – limit of 5,000 characters. If seeking replacement medals, list all medals and the reason for replacement.
- Overseas Service – Yes, No, Unknown



Completing an online application

1. In your web browser, visit www.defence.gov.au/Medals/
2. In the menu on the left hand side of the screen, select **Application Forms**



3. Click on the green **Defence Medals Online Application Form** button
4. Read through the information on the next page, and then press **click here to start your application** at the bottom of the page.
5. In the **Member Details** screen, select the appropriate **Claimant status** – this will ensure you are asked to provide the appropriate information. *You can only claim on behalf of a member if that member is deceased and the applicant is related to them.*

6. Fill in all other fields as required, and press **Next** to go through to the next screens.
7. In the **Service Details** screen, please provide as much information as possible as this will help to guide our Assessors in regards to what records to access, and where this member may have served.

8. **Submit** the form.
9. Once the form has been received into our system, the Defence Honours and Awards will contact the applicant directly using the details provided, should more information or clarification be required.
10. If you require further assistance with this application form, contact **1800 DEFENCE (1800 333 362)** for support.