



## Application checklist

Please ensure applications include the following:

- ☐ Applicants' personal details (name and contact details, preferred contact telephone number, email and postal address).
- ☐ Relationship between applicant and nominated member.
- ☐ The service details of the member, or members, for who the review is sought.
- ☐ Details of the action or service to be considered.
- ☐ Statement of desired outcome / clearly identify the Defence honour being sought.
- ☐ Summary of argument for the Defence honour.
- ☐ Eyewitness statements, appropriately signed and dated by the witness.
- ☐ Policy and/or decision documents that support the claim.
- ☐ Copies of recommendations or citations for the individual/s relating to the cited action or service.
- ☐ Copies of research papers or book extracts, where the source research is identified.
- ☐ Relevant documents held by the Australian War Memorial (AWM), National Archives of Australia (NAA) and/or within private records.
- ☐ Evidence and details of what actions were undertaken by the subject of the application that meets the conditions for the award of the honour stipulated in relevant medal regulations.

