



POLICE OVERSEAS SERVICE MEDAL

The information provided below should be read in conjunction with information provided on page 4 of the Police Overseas Service Medal application.

APPLICATION GUIDE PART 1

Please read carefully before you complete the Application Form

Further Information for completing the application form

- Where possible, please complete and send the form electronically, otherwise send via the post.
- Submit the application with certified copies of the requested personal records.
- Please use BLOCK letters only.
- Some fields are **mandatory** (*) and **must** be completed.
- Please complete the entire form and provide details of ALL service, and **provide documents to verify service** if available.
- There is enough room for listing two separate periods of mixed service on the form; if more room is needed, attach additional pages.
- Applications will be processed in order of receipt and are subject to verification by the AFP Recognition and Awards Team.
- Posthumous and unclaimed medals for deceased employees will be issued to the beneficiary of the estate of the deceased member.
- The application form must be witnessed and certified by an authorised person either by the use of a stamp or written words stating that the copy is a "Certified Copy of an Original Document," and signed and dated by that authorised person.

Fraudulent claims

- Persons who submit a fraudulent application 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.

Please Note

- In completing the Application Form, you will be asked to provide information about yourself (or the proposed Awardee if you are applying on behalf of someone else).
- Only one Medal will be awarded.
- Additional Clasps will not be awarded for a subsequent (second) period in an operational area of service which has already been recognised.
- Next-of-kin of the Awardee can apply where the proposed Awardee is deceased, ill or infirm. The application must be accompanied by a statutory declaration explaining why the proposed Awardee is unable to apply on his or her own behalf.
- In the case of a deceased Awardee, the Award will belong to that person's estate; therefore, the statutory declaration must outline the relationship of the applicant to the Awardee (e.g. spouse, son, daughter, father, mother, brother or sister).
- *There are penalties under Commonwealth, State and Territory laws for making false statements in a Statutory Declaration.*

Documents required for verification of service

Applications will be assessed to ensure that all information provided is true and correct. This process will be greatly assisted by applicants providing documentation that verifies all service with the RPNGC. **Certified true copies (no originals please)** of Certificates of Service will be accepted as proof of service. Copies of supporting documentation should be certified by an authorised person (see *Certification of Documents*: page 3).

Please Note: It is the responsibility of the Applicant to supply relevant supporting documentation.

Help Desk Information

If you need more information, please telephone or write to the AFP Recognition and Awards Team:

Help Desk (02) 6131 6222

Email: POSM-capacity@afp.gov.au

Postal address

Recognition and Awards
Australian Federal Police
GPO Box 401
Canberra City ACT 2601

(Continued overleaf)

Posthumous applications

Posthumous applications for the Award 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 a beneficiary to the claim being made for posthumous issue of the award(s) (if such proof cannot be tendered, the entitlement remains unclaimed).

Please Note: 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 member's estate;
- A certified True Copy of the Will (or extract thereof) identifying you as a next of kin to the deceased person's estate; or
- A letter from your solicitor stating that you are legally a next of kin. An authorised person must certify current and posthumous Application Forms, 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:
 - Justice of the Peace
 - 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 1958*)
 - 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 list
 - Judge of a court
 - 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 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 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 being 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.

Information Privacy Principles (section 14 of the *Privacy Act 1988*)

IPP 1 - Manner and purpose of collection of personal information

The information must be necessary for the agency's function and collected fairly and lawfully.

1. Personal information shall not be collected by a collector for inclusion in a record or in a generally available publication unless:
 - a) the information is collected for a purpose that is a lawful purpose directly related to a function or activity of the collector; and
 - b) the collection of the information is necessary for or directly related to that purpose.

2. Personal information shall not be collected by a collector by unlawful or unfair means.

IPP 2 - Solicitation of personal information from individual concerned

This is often called an IPP 2 notice. The agency must tell you the purpose of the collection, any laws which give them authority to collect the information and who they usually disclose or give the information to.

Where:

- a) a collector collects personal information for inclusion in a record or in a generally available publication; and
- b) the information is solicited by the collector from the individual concerned;
- c) the collector shall take such steps (if any) as are, in the circumstances, reasonable to ensure that, before the information is collected or, if that is not practicable, as soon as practicable after the information is collected, the individual concerned is generally aware of:
 - i. the purpose for which the information is being collected;
 - ii. if the collection of the information is authorised or required by or under law - the fact that the collection of the information is so authorised or required; and
 - iii. any person to whom, or any body or agency to which, it is the collector's usual practice to disclose personal information of the kind so collected, and (if known by the collector) any person to whom, or any body or agency to which, it is the usual practice of that first mentioned person, body or agency to pass on that information.

IPP 3 - Solicitation of personal information generally

The information must be relevant, up to date and complete. The collection of the information must not be unreasonably intrusive.

Where:

- a) a collector collects personal information for inclusion in a record or in a generally available publication; and
- b) the information is solicited by the collector;
- c) the collector shall take such steps (if any) as are, in the circumstances, reasonable to ensure that, having regard to the purpose for which the information is collected:
- d) the information collected is relevant to that purpose and is up to date and complete; and
- e) the collection of the information does not intrude to an unreasonable extent upon the personal affairs of the individual concerned.

(Continued overleaf)

IPP 10 - Limits on use of personal information

Outlines the rules about keeping accurate, complete and up to date personal information; using information for a relevant purpose; and only using the information for another purpose with your consent unless special circumstances apply such as health and safety or law enforcement.

1. A record-keeper who has possession or control of a record that contains personal information that was obtained for a particular purpose shall not use the information for any other purpose unless:
 - a) the individual concerned has consented to use of the information for that other purpose;
 - b) the record-keeper believes on reasonable grounds that use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person;
 - c) use of the information for that other purpose is required or authorised by or under law;
 - d) use of the information for that other purpose is reasonably necessary for enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue; or
 - e) the purpose for which the information is used is directly related to the purpose for which the information was obtained.
2. Where personal information is used for enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue, the record-keeper shall include in the record containing that information a note of that use.

IPP 11 - Limits on disclosure of personal information

Sets out when an agency can disclose personal information about you to someone else, for example another agency.

1. A record-keeper who has possession or control of a record that contains personal information shall not disclose the information to a person, body or agency (other than the individual concerned) unless:
 - a) the individual concerned is reasonably likely to have been aware, or made aware under Principle 2, that information of that kind is usually passed to that person, body or agency;
 - b) the individual concerned has consented to the disclosure;
 - c) the record-keeper believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;
 - d) the disclosure is required or authorised by or under law; or
 - e) the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.
1. Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, the record-keeper shall include in the record containing that information a note of the disclosure.
2. A person, body or agency to whom personal information is disclosed under clause 1 of this Principle shall not use or disclose the information for a purpose other than the purpose for which the information was given to the person, body or agency.

END OF INFORMATION