



AFP Service Medal / AFP Protection Medal / ACT Community Policing Medal

Application Form

The information requested in this form is to assess eligibility for AFP and ACT service awards.

Return form to honours-awards@afp.gov.au or AFP Honours & Awards, GPO Box 401, Canberra ACT 2601.

1. Details of Proposed Recipient			
Title	Given Names	Surname	Other Known Names
Residential Address			
Postal Address (if different from above)			
Telephone		Email	
Prior Addresses for last 10 years			
Date of Birth	Place of Birth		
Died during service or could not continue service as a result of injury or disability sustained in or as a result of service. <input type="checkbox"/> No <input type="checkbox"/> Yes (attach evidentiary documentation - death certificate, separation certificate or statutory declaration)			

2. Select the award/s you are applying for:
<input type="checkbox"/> Australian Federal Police Service Medal
<input type="checkbox"/> Australian Federal Police Protection Medal
<input type="checkbox"/> ACT Community Policing Medal

3. Details of Service with AFP (please attach evidentiary documentation)

Service Number/s	Date Joined	Date Resigned	Dates of leave without pay

4. Details of Protection Service if applicable (please attach evidentiary documentation)

Team	Start Date	End date

5. Details of ACT Policing Service (please attach evidentiary documentation)

Team	Start Date	End date

6. Declaration of Executor, Administrator, Guardian or Next of Kin (If proposed recipient is incapacitated, or a posthumous application)

Title	Given Name	Surname
Residential Address		
Telephone	Email	
Relationship to nominee		
Reason nominee did not complete the form (i.e. Deceased, incapacitated)		

Declaration of Executor, Administrator, Guardian or Next of Kin (If proposed recipient is incapacitated, or a posthumous application)

I have enclosed proof that I am the Executor of the will, Administrator in case of intestacy, Power of Attorney, or a person who can prove legal status as a beneficiary to this claim.	<input type="checkbox"/> No <input type="checkbox"/> Yes
I do solemnly and sincerely declare that I wish to apply for the unclaimed award(s) in respect of the incapacitated /deceased ex-member whose details are provided in this application.	<input type="checkbox"/> No <input type="checkbox"/> Yes
I declare that I am the executor/beneficiary/Power of Attorney (delete as necessary) entitled to receive the award(s). I hereby indemnify policing organisation(s) against any claim arising from the incorrect award of the medal(s).	<input type="checkbox"/> No <input type="checkbox"/> Yes

7. Declaration by applicant

I declare that the information I have given in this document is true and correct to the best of my knowledge. I understand that it is an offence to knowingly give false or misleading information contrary to section 137.1 of the *Criminal Code 1995* (Cth), an offence punishable by a term of imprisonment of 12 months.

I understand that information provided in this application will be disclosed to policing organisation/s and other government agencies to validate policing service and conducting a National Police Check or equivalent on the proposed awardee.
Information provided will be disclosed to Australian Honours & Awards Secretariat at Government House Canberra, as part of approval process.

If approved, award details will be provided to the Department of Prime Minister & Cabinet for publication of name, award and date of award, on the Australian It's An Honour website.

I declare I have been advised how my personal information will be used to record me for the award(s) and I have read, understand and agree to Australian Privacy Principles 12 March 2014. (www.oaic.gov.au, privacy fact sheet 17).

I declare that my service was ethical and diligent (not required if Executor, Administrator, Guardian or Next of Kin).

Signature: _____ **Date:** / /

Please Note

- Applications for these awards must be processed by the qualifying organisation with whom the applicant/nominee served, or its relevant successor. Do not complete this form if the Australian Federal Police is not this organisation.
 - In completing this Application Form, you will be asked to provide information about the nominee.
 - Only one medal will be awarded to recognise a period of eligible service. Where applicable, clasps may be awarded for each additional period of qualifying service.
 - Next-of-kin of the nominee may apply where the proposed nominee is deceased, ill or infirm. The application must be accompanied by a **statutory declaration** explaining why the nominee is unable to apply on their own behalf.
 - In the case of a deceased nominee, the award will belong to that person's estate; therefore, the statutory declaration must outline the relationship of the applicant to the nominee (e.g. spouse, son, daughter, father, mother, brother or sister). Supporting documents (certified copies) confirming power of attorney, executor of will, service records and/or certificates will need to be included with the application.
 - For all applications, a **mandatory** National Police Check or similar jurisdictional check will be undertaken to ascertain applicants' ethical and diligent service, and criminal history. Failure to pass this check will result in the application being rejected.
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A general overview of the eligibility criteria for each award is written below.

AFP Service Medal

- Person must have been serving on or after 19 October 1979
- Service must be the ethical and diligent
- The nominee must have served for a period of at least 10 years or a total of 10 years as a member of the AFP
- These conditions may be met if the person died whilst a serving member or could not continue to serve as a result of injury or disability sustained in or as result of service in the AFP.

AFP Protection Medal:

- Person must have been serving in an area of the AFP as specified in Schedule 3 of the Better Practice Guide.
- Service must be the ethical and diligent
- The nominee must have served for a period of at least 10 years or a total of 10 years' service as a member of the AFP in an approved Protection team.
- These condition may be met if the person died whilst a serving member in a Protection role or could not continue to serve as a result of injury or disability sustained in or as result of service in the AFP.

ACT Community Policing Medal:

- Person must have been serving on or after 6 December 1988
 - Service must be the ethical and diligent
 - The nominee must have served for a period of at least 10 years or a total of 10 years' service as a member of ACT Policing.
 - These conditions may be met if the person died whilst a serving member in ACT Policing or could not continue to serve as a result of injury or disability sustained in or as result of service in ACT Policing.
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If you need more information, please contact the AFP Honours & Awards team on 02 5126 8521
or email honours-awards@afp.gov.au.