



National Awards` Application Form

The information requested in this form is to assess the eligibility national 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"/>	Police Overseas Service Medal - Clasp: _____
<input type="checkbox"/>	Humanitarian Overseas Service Medal - Clasp: _____
<input type="checkbox"/>	National Emergency Medal – Clasp: _____
<input type="checkbox"/>	National Police Service Medal
<input type="checkbox"/>	National Medal

3. Details of Service of service (please attach any evidentiary documentation)				
Service Number	Organisation/Mission	Date commenced	Date concluded	Reason for Cessation

3. Declaration of Executor, Administrator, Guardian or Next of Kin (If <i>proposed recipient</i> 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>i.e. Deceased, incapacitated</i>)		

Declaration of Executor, Administrator, Guardian or Next of Kin (If <i>proposed recipient</i> 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

4. Declaration by applicant	
<input type="checkbox"/>	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 <i>Criminal Code 1995</i> (Cth), an offence punishable by a term of imprisonment of 12 months.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	I declare I have been advised how my personal information will be used to record me for the NPSM/NM and I have read, understand and agree to Australian Privacy Principles 12 March 2014. (www.oaic.gov.au , privacy fact sheet 17).
<input type="checkbox"/>	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 organisation with whom the applicant/nominee served the eligible service, or its relevant successor. Do not complete this form if the Australian Federal Police is not this organisation.
 - Only one medal will be awarded to recognise a period of eligible service. Where applicable, clasps may be awarded for additional qualifying service.
 - In the case of a deceased recipient, 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. For full details, please read the regulations on the Governor General's website (www.gg.gov.au).

Police Overseas Service Medal

- Person must serve at least the minimum days of qualifying service within the eligibility dates as per the regulations applicable to the prescribed mission.
- Person deployed must be undertaking duties as a member of an Australian police force or a class of persons determined by the Minister (unsworn members). Employees working for a company and not a DIRECTLY employed by an Australian police force are not eligible.

Humanitarian Overseas Service Medal

- A person gives eligible service during a declared operation if the person gives humanitarian service:
 - in the operational area of the operation; and
 - as a member of an organisation specified in the declaration; and
 - for the qualifying period of service as specified in the declaration; and
 - in the period of the operation; and
 - in the period in which the organisation was involved in the declared operation

National Police Service Medal:

- Person must have been serving on or after 14 February 1975.
- Service must be the ethical and diligent.
- Person must have served for a period of at least 15 years or a total of 15 years as a sworn police officer.
- These condition may be met if the person died whilst a serving member of an Australian Police Force or could not continue to serve as a result of injury or disability sustained in or as result of service in an Australian Police Force.
- This medal is not a long service medal entitlement.

National Medal:

- Person must have been serving on or after 14 February 1975.
 - Service must be the ethical and diligent.
 - Person must have served for a period of at least 15 years or a total of 15 years' service as a member of an approved organisation (or more than one approved organisation).
 - These condition may be met if the person died in the course of giving eligible service as a member of an approved organisation on or after 14 February 1975.
 - These condition may be met if the person could not continue to serve as a result of injury or disability sustained in the course of giving eligible service as a member of an approved organisation on or after 5 February 2020.
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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.