



NEW ZEALAND
DEFENCE SERVICE MEDAL
APPLICATION FORM



INTRODUCTION

THE NEW ZEALAND DEFENCE SERVICE MEDAL RECOGNISES NON-OPERATIONAL AND OPERATIONAL MILITARY SERVICE IN THE NZ ARMED FORCES BY NEW ZEALANDERS SINCE 3 SEPTEMBER 1945.

The Royal Warrant for the NZ Defence Service Medal states that the medal is to recognise “the contribution made to New Zealand by those who, on or after 3 September 1945, have undertaken attested service in the Royal New Zealand Navy, New Zealand Army, Royal New Zealand Air Force, regular or territorial forces, including those who undertook Compulsory Military Training (CMT) and National Service”.

ONLINE FORM

If you are able to, please fill in the online version of the application form instead of a paper form. This will assist the processing of your application. The online form can be found at <http://medals.nzdf.mil.nz/NZDSM> - this link will take you directly to the form and supporting information.

ELIGIBILITY

The eligibility requirements by type of service for the award of the New Zealand Defence Service Medal are:

- For Regular Force personnel (Navy/Army/Air Force): three years accumulated service in the New Zealand military after 3 September 1945.
- For Territorial Forces personnel (Royal New Zealand Naval Reserve, Royal New Zealand Naval Volunteer Reserve, Territorial Force Army, Territorial Air Force, Air Force Reserve): three years accumulated ‘efficient’ service in the New Zealand military after 3 September 1945.
- For Compulsory Military Training (CMT) personnel (from 1950-59): completion of obligations under the Military Training Act 1949 and Amendments.
- For National Service personnel (from 1962-72): completion of obligations under the National Military Service Act 1961 and Amendments.

Short Service Qualifications

- Members of J Force (Japan) or K Force (Korea): completion of 12 months or more service after 3 September 1945; and/or completion of initial engagement.
- Personnel still serving on a 2NZEF engagement on or after 3 September **1946** (i.e. 12 months after the end of World War Two).

In special cases certain shorter periods of service will also qualify for the medal when there are deserving circumstances. For example:

- When a service person dies while in service, is medically discharged due to a total and permanent disability before completing three years service, or is medically discharged for any other reason after completion of 12 months service.
- The medal will also be awarded to those personnel discharged through no fault of their own when their service was no longer required as a member of the Armed Forces.

- CMT and National Service personnel will also be eligible for the medal if they were given a waiver of completion of service by the Secretary of Labour or Minister of Labour, or did not complete their training because the CMT or National Service scheme ended while they were still under training.

YOU MAY FILL IN THIS APPLICATION TO APPLY FOR AN NZDSM FOR:

A) Yourself, if you believe you are eligible under one or more of the above criteria.

Note: If you are currently serving in the New Zealand Defence Force (NZDF) DO NOT fill in this form as your medal will be processed automatically at a date directed by CDF.

or for:

B) Someone else who is alive, but is unable to sign the form for themselves. In this case you will need to supply a copy of your Enduring Power of Attorney over Property for the ex-Service person when you send in your form. You may be a relative or non-relative.

or for:

C) Someone else who is deceased. The person who believes that they have the highest legal claim in accordance with the order of entitlement shown in Part 3 must sign the form if they are able to. In most cases this will be the beneficiary of the Will or the closest living relative.

ASSISTANCE

The information we are asking for will aid the processing of your application. Do not worry if you do not know all the answers, but please tell us as much as you can. If you have any questions about filling in this form, please contact 0800 334 772.

In all but urgent cases, applications are prioritised according to the age of the living ex-Service person applying and the date at which the application was received. Applications for the medals of deceased ex-Service personnel will be called for at a later date. We aim to deliver medals to those entitled to receive them as quickly as possible and will be providing frequent updates about the NZDSM Project on our website at <http://medals.nzdf.mil.nz>

STATUTORY DECLARATION

There are two types of Statutory Declaration.

1) The Statutory Declaration of Service (at Part 2) is only for living ex-Service persons to complete. If service records are discovered to be either missing or incomplete, you will be requested to complete the Statutory Declaration, if you have not already done so. Completing the Statutory Declaration will assist the processing of your application.

You **MUST** submit a Statutory Declaration of Service if you served in:

- Compulsory Military Training and/or
- National Service and/or
- Territorial Forces (Navy, Army and Air Force) and were not awarded a long service award for service in the Territorial Forces.

You may, but are not required to, submit a Statutory Declaration of Service if you served:

- only in the Regular Forces (after 3 September 1945) and/or
- only in an Expeditionary Force (2NZE / J Force / K Force).

Note: This will assist the processing of your application in the rare event that your service records are discovered to be either missing or incomplete.

2) The Statutory Declaration of Relationship (at Part 3) must be completed if you are the Beneficiary of the Will or the closest living relative applying for the NZDSM of a deceased ex-Service person.

Notes:

- *Someone else may help the relative fill in the form and Statutory Declaration of Relationship if the person is able to sign the form but is unable to fill in the rest of the form for themselves.*
- *NZDF will only issue the NZDSM to the beneficiary of the Will or the closest living relative of the deceased, or to the person or institution (e.g. a museum) authorised by the closest living relative to be given the medal.*
- **For both types of Statutory Declaration:** *If you are required to complete a Statutory Declaration (as discussed above) you will need to sign a paper version of the Statutory Declaration before an appropriate witness (see note about who can certify documents in Part 2) and post this to the Medals Office at the address below.*

SUPPORTING DOCUMENTS REQUIRED

You may need to supply supporting documents. See the checklist at the end of Part 1 (section 11) of the form.

URGENT REQUESTS

NZDF will review all requests for urgent prioritisation. Every effort will be made to process these applications quickly if they are considered reasonable, for example, if someone has a terminal illness.

UPDATING INFORMATION

If you find that you need to contact us and update the information that you have supplied, please notify us stating:

- Your application reference number
Note: your application reference number will be provided by NZDF once your application form is received
- Your name
- Your Service number (if applying for yourself)
- The name, Service number (if known) and date of birth of the ex-Service person (if you are applying on behalf of someone else)

In writing to:

NZ Defence Service Medals Applications
The Medals Office
Headquarters New Zealand Defence Force
Private Bag 905
UPPER HUTT 5140
or email nzdsm@nzdf.mil.nz

PRIVACY STATEMENT

The Privacy Act 1993 governs what information NZDF can ask you for, how we must protect it, and with whom we can share it. The Act also gives you rights to see and correct information that we hold about you.

PART 1 - APPLICATION DETAILS

For ease of use the form is separated into various sections and uses the following terms:

Applicant is the person applying for the medal to be issued

Delivery details are for where we will send the medal

Potential medal recipient is the person who undertook military service and whose name will be engraved on the medal.

The following information about the potential medal recipient will be asked for:

- Personal and contact details
- Type of service
- Period of service
- Details as at three years of service (to assist NZDF to engrave the correct information on the medal, especially if this information is missing or incomplete in the service records)
- Any previous medals or additional information
- Potential medal recipient's conduct declaration.

Please fill this form out in **BLOCK LETTERS**

The information we are asking for here will aid the processing of your application. Please provide as much detail as you can. Do not worry if you do not know all the answers.

SECTION 1 - APPLICANT DETAILS

Title	<input type="text"/>	First Name(s)	<input type="text"/>
Surname	<input type="text"/>		
Address Line 1	<input type="text"/>		
Address Line 2	<input type="text"/>		
Address Line 3	<input type="text"/>		
Town / City	<input type="text"/>		
Post Code	<input type="text"/>	State (if overseas)	<input type="text"/>
Country	<input type="text"/>		
Email Address	<input type="text"/>		
Telephone: Home	<input type="text"/>	Mobile	<input type="text"/>

Is this application for yourself? Yes go to section 2 No

If no, is the ex Service person living?

Yes No Date of Death

If no, you must also complete the Statutory Declaration of Relationship at Part 3 of this form.

SECTION 2 - DELIVERY DETAILS

Are details for delivery the same as those provided in section 1?

Yes

No

If no, please provide the address to which the medal is to be delivered

Title	<input type="text"/>	First Name(s)	<input type="text"/>
Surname	<input type="text"/>		
Address Line 1	<input type="text"/>		
Address Line 2	<input type="text"/>		
Address Line 3	<input type="text"/>		
Town / City	<input type="text"/>		
Post Code	<input type="text"/>	State (if overseas)	<input type="text"/>
Country	<input type="text"/>		
Email Address	<input type="text"/>		
Telephone: Home	<input type="text"/>	Mobile	<input type="text"/>

SECTION 3 - DETAILS OF THE POTENTIAL MEDAL RECIPIENT

(This is the person who undertook military service and whose name will be engraved on the medal)

First Names	<input type="text"/>		
Surname	<input type="text"/>		
Known as while serving [if different from above]	<input type="text"/>		
First Names	<input type="text"/>		
Surname	<input type="text"/>		
Date of Birth	<input type="text" value="dd / mm / yyyy"/>	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Place of Birth (if known)	<input type="text"/>		
Name of Next of Kin at time of enlistment	<input type="text"/>		
Place of residence at time of enlistment	<input type="text"/>		
Occupation at time of enlistment	<input type="text"/>		
Date of enlistment	<input type="text" value="dd / mm / yyyy"/>		
Last date of discharge (if known)	<input type="text" value="dd / mm / yyyy"/>		
Medically discharged from the military before completing three years service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Rank at discharge	<input type="text"/>		

Note: If you had more than one period of service please state your rank at the last date of discharge.

SECTION 4 - TYPE OF SERVICE

Please tick **all** applicable service types.

- RF Regular Force (Navy, Army, Air Force)
- TF Territorial Forces
(Royal NZ Naval Reserve, Royal NZ Naval Volunteer Reserve, Territorial Force Army, Air Force Reserve, Territorial Air Force)
- CMT Compulsory Military Training (1950 - 1959)
- NS National Service (1962 - 1972)
- EF Expeditionary Force: 2NZEF (WW2 and still serving on 3 September 1946)
 J Force (Japan) K Force (Korea)

SECTION 5 - PERIODS OF SERVICE AFTER 3 SEPTEMBER 1945

Please list all periods of service. If enlisted more than once, please provide details for each period of service on a separate line (if known)

Recipient Surname While Serving	Service Number	Enlistment Date	Discharge Date	Service (Navy, Army, Air Force)	Type of Service (see Section 4 for the options)

**SECTION 6 - SERVICE DETAILS AS AT THREE YEARS OF SERVICE
(OR AT DISCHARGE IF YOU SERVED FOR LESS THAN THREE YEARS)**

This will be used to confirm engraving details.

Surname	Service Number	Service	Rank	Trade/Corps

SECTION 7 - PREVIOUS MEDALS

Have you been awarded a long service award for your New Zealand military service since 3 September 1945?

- Yes No Unknown

If yes, there is no need to complete a Statutory Declaration of Service (Part 2 of this form)

Please list any other medals awarded for New Zealand Military Service:

SECTION 8 - ANY OTHER INFORMATION THAT MAY BE APPLICABLE

Attach separate sheet if necessary

Is this application urgent? Yes No

If yes, please tell us why.

NZDF will review all requests for urgent prioritisation. Every effort will be made to process these applications quickly if they are considered reasonable, for example, if someone has a terminal illness.

SECTION 9 - CONDUCT DECLARATION

(Please tick **either** A) or B) below as applicable)

A) If you are applying for the medal for your own military service:

I have never been sentenced to dismissal by a court martial; and

I have never been convicted during or after completion of military service for any offence that resulted in a sentence of imprisonment for seven years or more.

B) If you are applying for the medal for an ex-Service person who is deceased, or for a living ex-Service person who is not able to answer this question (e.g. they have dementia).

To the best of my knowledge (Name)

has never been sentenced to dismissal by a court martial; and

To the best of my knowledge (Name)

has never been convicted during or after completion of military service for any offence that resulted in a sentence of imprisonment for seven years or more.

Notes: A person sentenced to dismissal by a court martial or convicted during or after completion of military service for any offence in any country that resulted in a sentence of imprisonment for seven years or more will be deemed ineligible for the medal. The same will happen if a person has been convicted or discharged for other serious convictions and actions for which the Chief of Defence Force decides the medal either should not be awarded or should be forfeited.

The Chief of Defence Force has the authority to award, or re-issue, the medal when there are exceptional circumstances to someone who has been deemed ineligible for the medal.

SECTION 10 - DECLARATION

I declare that the information provided in this application form is, to the best of my knowledge, true and complete. I acknowledge that, as part of the processing of this application, NZDF will seek to verify the information I have provided.

Signed

Date

dd / mm / yyyy

FOR MEDALS OFFICE USE ONLY

Ref #

SECTION 11 - CHECK LISTS

Please check that you have completed all sections of the form, **SIGNED IT** and attached the appropriate documents. If you are filling the form in for:

YOURSELF:

Signed Statutory Declaration of Service (if required - see list at the start of Part 2)

SOMEONE WHO IS ALIVE BUT IS UNABLE TO SIGN THE FORM:

Enduring Power of Attorney over Property

SOMEONE WHO IS DECEASED:

Statutory Declaration of Relationship to a deceased ex-Service person (compulsory, apart from exceptions such as if you are applying on behalf of a museum)

Proof of Death [if died after service] (e.g. death certificate, newspaper notice of death)

Proof of Kinship to the deceased ex-Service person [if applicable] (one or more of: marriage or civil union certificate, and/or full birth certificate, and/or family tree certified by you as accurate as witnessed by a Justice of the Peace or Solicitor or Officer duly authorised to take Statutory Declarations)

Proof of being the Beneficiary of the Will (if applicable)

Please send in the ORIGINAL of the SIGNED Statutory Declaration.

For other documents and evidence: please attach copies NOT ORIGINALS

Please send your form (and any attached documents) to:

NZ Defence Service Medal Applications

The Medals Office

Headquarters New Zealand Defence Force

Private Bag 905

UPPER HUTT 5140