

# Help using this MoD Medal Office PDF form

## About this form

- **You must download and save this form to your computer before using it**
- You can save data typed into this PDF form if you use the latest version of **Adobe Acrobat Reader**
- To download the latest version of Adobe Acrobat Reader free of charge go to the Adobe website
- This means that you do not have to complete this form in one session

## Helpful information for using this form

- Save the form to your computer
- After completion print the form
- Sign the form in black pen
- Post the form using the address given

## The form will not save in

- older versions of Adobe Acrobat Reader
- other pdf readers, for example Preview on a Mac or Foxit on a PC

**PLEASE NOTE YOU MUST SIGN THIS FORM USING A BLACK PEN. WE CANNOT ACCEPT THIS FORM BY EMAIL**

**Intentionally left blank**



Ministry  
of Defence

Defence Business Service  
Ministry of Defence Medal Office (MODMO)  
Medal Application Form

MODMO Reference Number

**(Please complete in BLOCK CAPITALS)**

**Please note: Medals awarded prior to the Second World War can no longer be issued**

I wish to apply for a

**Part 1 - Veteran's / Serviceperson's Details**

Title

First name

Last name

Any other names held during service

Place of Birth

Date of Birth

Service Number

Please tick Service box below:

☐ RN

☐ RM

☐ Army

☐ RAF

☐ Civilian

If Home Guard, please include County of  
enlistment

If you were employed as a civilian or contractor,  
provide National Insurance number

Service / Regiment / Corps on enlistment

Service / Regiment / Corps on discharge

Details of any other Military or Civil Defence  
Service

## **Part 1 - continued**

Rank (on discharge)

Dates of Service

to

**If you are the Serviceperson detailed in Part 1, please go to Part 3.**

### **Part 2a – Applying on behalf of a living Veteran / Serviceperson**

**You must hold Power of Attorney if you are applying for the person detailed in Part 1.**

I,

confirm that I hold Power of Attorney for

Please enclose a copy, not an original, of the Power of Attorney document with this application, this must have been registered with the office of the public guardian.

Alternatively, please supply the LPA online access code that was supplied when you registered.

**Now please go to Part 3**

### **Part 2b – Applying on behalf of a deceased Veteran / Serviceperson**

**You must be the entitled Next of Kin (NoK) in order to apply. Further guidance on next of kin rules can be found at Annex A.**

Please tick 'other' if you are not an entitled NoK. If you tick 'other' you will only be issued with a list of medal entitlement.

**The entitled NoK is the first person from the following list who is still alive. This is MOD Medal Policy based on Intestacy Law.**

Please tick the relevant box

Surviving Spouse of Civil Partner

Eldest surviving Child

Eldest surviving Grandchild

Surviving Parents

Eldest surviving Brother or Sister

Eldest surviving Nephew or Niece

Eldest surviving Half-Brother or Half-Sister

Eldest surviving Half-Nephew or Half-Niece

## Part 2b – Applying on behalf of a deceased Veteran / Serviceperson - continued

Surviving Grandparents

Eldest surviving Aunt or Uncle

Eldest surviving Cousin

Eldest surviving Half-Aunt or Half-Uncle

Eldest surviving Half Cousin

Other (medal entitlement only)

The Veteran's / Serviceperson's date of death

**Please enclose a copy of the person's death certificate or their notification of death (this is not required if they died in service).**

**Next of Kin Declaration - If you falsely claim to be the entitled next of kin, MOD may share your contact details with the person they consider to be the correct recipient of the medal to allow the parties to resolve the dispute.**

I,

confirm that I am the official NoK for

## Part 3 – Confirmation of identity

To reduce the likelihood of fraudulent claims, the MOD require confirmation that the applicant is who they say they are.

**Please enclose a copy of your passport, photo driving license or a recent utility bill to verify your identity.**

## Part 4 – Consent for email / text message correspondence

**I understand** that correspondence transmitted by email or text message may be open to abuse because it is transmitted over an unsecured network. I accept that the Ministry of Defence (MoD) will not be liable for any loss, interception or unauthorised use of information transmitted this way. I give authority for the MoD to correspond with me via the email address and/or text message I have provided on this form.

**I authorise** the MoD Medal Office to use email and/or text message whenever possible in its correspondence with me via my nominated email address and/or text message shown on the front of this claim form. I accept that the information may include my personal details and any other information that could compromise my identity.

**Are you happy for us to correspond via email and/or text with you?** Please tick the boxes and remember to complete your contact details at Part 7.

Email

Text

**PLEASE NOTE: Overseas customers (and residents of Northern Ireland) must supply both an email address and phone number on their application form or delivery will not be possible. If you reside overseas (or Northern Ireland) and are entitled to awards, we may have to share your contact details with local postal or customs services, to ensure your parcel reaches you.**

## Part 5 – How the MOD collects and uses personal information

The Ministry of Defence (MOD) is committed to protecting the privacy and security of your personal data and the [MOD Privacy notice](#) explains your rights and provides information that you are entitled to under UK data protection legislation. It is important that you read this notice, together with any other privacy notice that may be provided when we collect or process personal information about you so that you are aware of how and why we are using such information. The [MOD Personal information charter](#) contains the standards you can expect when we ask for, hold, or share your personal information and your rights under the law.

**Please note that as part of the assessment process we may approach other government departments to assist in verifying your service.**

## Part 6 - Checklist

### You must send us:

Please tick to confirm

Proof of identity – copy of passport, photo driving license, or recent utility bill.

If you have completed Part 2a – Copy of the Power of Attorney document.

If you have completed Part 2b – death certificate (not required if the individual died in service).

Contact details including phone number and email address (**mandated if you live overseas**).

Any additional supporting documentation that may support your case such as flying logbooks (if applicable).

## Part 7 - Declaration

Now complete your full details, print off then sign this form and finally post it to the address shown below.

I confirm that the information I have given is accurate and complete to the best of my knowledge and belief.

I understand that if I knowingly give information that is materially incorrect, incomplete or dishonest I may be liable to having civil or criminal legal action taken against me.

Signature



Print name

Date

Address

Telephone number

Email Address

Postcode

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**The Ministry of Defence Medal Office (MODMO), Innsworth House, Imjin Barracks, Innsworth, Gloucester, Gloucestershire, GL3 1HW**

## Annex A: Find out who the entitled Next of Kin is for medals and awards.

This map is based on MoD Policy and Intestacy Law. You must be the eldest living relative as shown in the diagram below to claim a medal or award.

