



Ministry  
of Defence

## **Permission for MOD Crests or Unit Badges to be used on memorials and/or headstones; or memorial projects**

### **Memorials and/or headstones for former UK Military Service Personnel**

The Secretary of State for Defence is content to permit the families of former Service personnel to use appropriate specified MOD Crests or Unit Badges granted by the Monarch, on private, family instigated memorials and/ or their headstone, post mortem.

Currently there is no charge for this service, or for the reproduction of Crests or Unit Badges for this purpose, however the MOD reserves the right to change this in the future.

Please note that, even if all the requirements are met and all the necessary information provided, this process can still take several weeks to complete.

The process is described on pages 2 to 4 below, and flowchart showing the process is shown at page 5.

### **Memorials to honour former Military Service Personnel or Units**

The Secretary of State for Defence is also content to permit the use of specified MOD Crests or Unit Badges granted by the Monarch, on public memorials at the request of veterans associations, such as the Royal British Legion, or local authorities, such as a county council, or other third parties.

Currently there is no charge for this service, or for the reproduction of Crests or Unit Badges for this purpose, however the MOD reserves the right to change this in the future.

The process is described on pages 6 to 7 below, and flowchart showing the process is shown at page 8.

## **Memorials and/or headstones for former UK Military Service Personnel**

Defence Intellectual Property Rights (DIPR) manages this process on the Secretary of State for Defence's behalf. The process for making a request is set out below and should be read carefully to avoid delay.

### 1. Requirements by the Armed Services on use of their Crests or Unit Badges

The three Services have their own rules for which names, Crests or Unit Badges can be used:

The Royal Navy:

For the Royal Navy; a request may be made for the Royal Navy Crest, or for Unit Badges. Any amount of previous service is acceptable.

The Army:

For the Army; a request may be made for the Crossed Swords, or for Regimental Badges. Any amount of previous service is acceptable.

The Royal Air Force:

For the Royal Air Force; those who served with the RAF Regiment may request the use of that Crest, in all other cases only the RAF Crest itself is permitted.

Additionally the Royal Air Force requires that previous service falls into one of the following categories:

1. The deceased had war time RAF service exceeding 6 months between 3 September 1939 and 8 August 1945. Or;
2. The deceased completed 16 years officer service. Or;
3. The deceased completed 20 years airman service. Or;
4. The deceased complete a combination of officer and airman service exceeding 16 years.

## 2. Information required for permission to be given

To be processed without delay, your request must include the following information:

- I. The name and full postal address of the next of kin, making the request.
- II. Ideally an email address, particularly when a request is being made from outside the United Kingdom.
- III. The full name of the former service person, and which service they formed a part of.
- IV. Ideally their rank and service number if known. These are not essential, but if they are available it may speed up the approval process. The following website provides useful information on obtaining copies of military service <https://www.gov.uk/get-copy-military-service-records/overview>
- V. The location of the memorial (a postal address ideally).
- VI. The specific Crest or Unit Badge for which permission to use is sought (noting the requirements for each Service as above).
- VII. And if known, the name and address of the company or tradesperson who will be recreating the Crest or Unit Badge.

## 3. Send the request to the Defence Intellectual Property Rights

To make a request for this permission, please send a request by email to:

[DIPR-CC@MOD.UK](mailto:DIPR-CC@MOD.UK)

Or by post to:

Memorials and Headstones  
Defence Intellectual Property Rights  
Poplar 2a #2214  
MOD Abbey Wood (South)  
Bristol  
BS34 8JH  
United Kingdom.

#### 4. Requests processed by Defence Intellectual Property Rights

Once your request is received, DIPR will acknowledge receipt of the request.

Provided all the necessary information is provided, DIPR will liaise with the MOD's Joint Casualty and Compassionate Centre (JCCC) and the Royal Air Force's Disclosures Section to confirm proof of service.

When confirmed, DIPR will issue a permission letter to the person making the request.

This permission letter must be signed and returned to DIPR to acknowledge acceptance of the terms to use the requested Crest or Badge. Although a scanned letter, such as a PDF version is acceptable, the signature must be written by hand and not typed by computer.

Upon receipt, DIPR will inform JCCC, and they will issue a copy of the relevant Crest or Unit Badge to the person who has made the request.

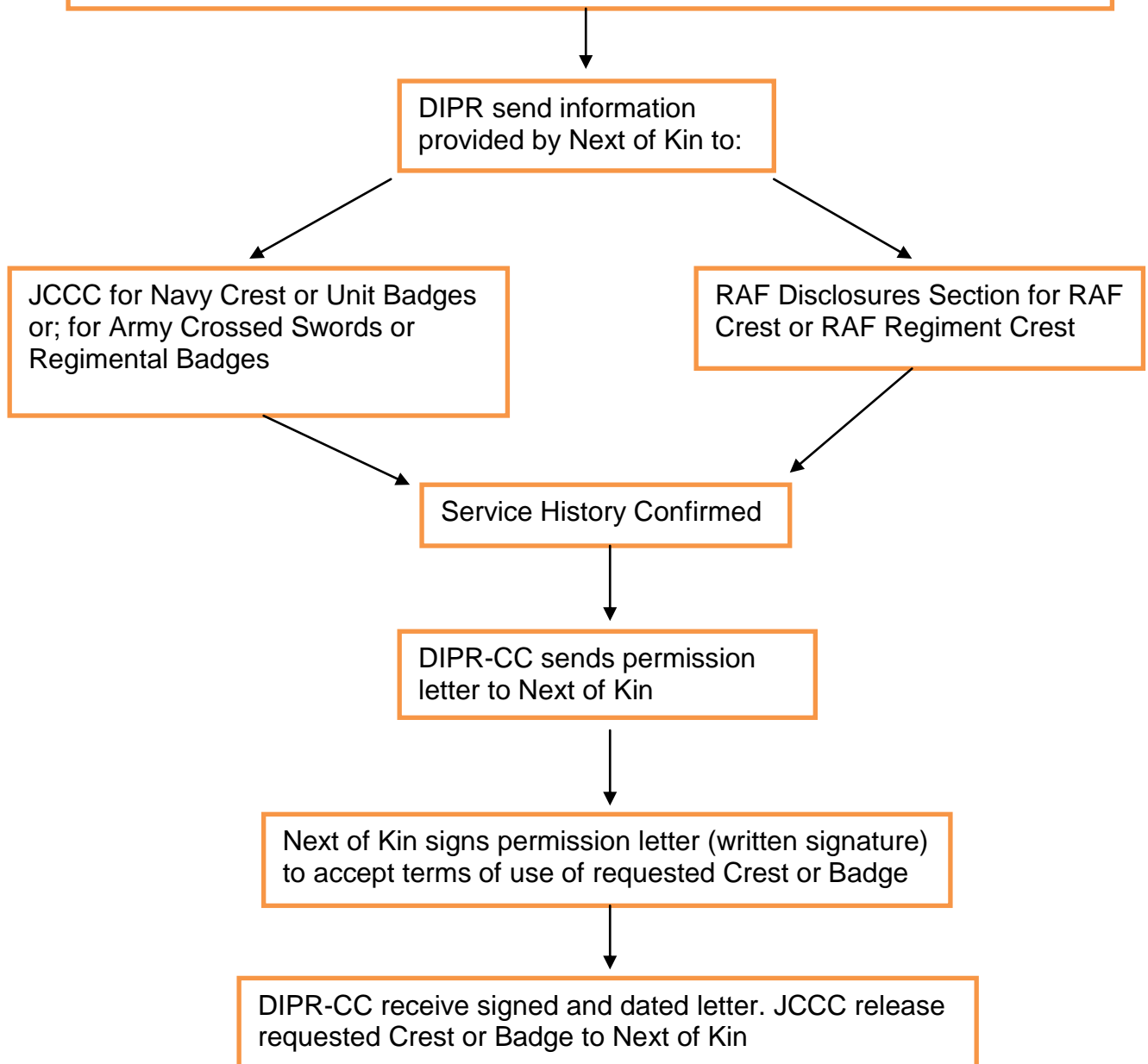
MEMORIAL PROCESS FOR FORMER UK MILITARY SERVICE PERSONNEL

Next of Kin e-mails request with all the required information to: [DIPR-CC@mod.uk](mailto:DIPR-CC@mod.uk)

or;

Next of Kin sends postal request with all the required information to:

Memorials and Headstones  
Defence Intellectual Property Rights  
Poplar 2a #2214  
MOD Abbey Wood (South)  
Bristol  
BS34 8JH  
United Kingdom



## **Memorials to honour former Military Service Personnel or Units**

The Directorate of Defence Communications (DDC) Brand Team manages this process on the Secretary of State for Defence's behalf, with assistance from Defence Intellectual Property Rights (DIPR). The process for making a request is set out below and should be read carefully to avoid delay.

### 1. Requests to use Crests or Badges for public memorials

Third parties such as a veterans association, a local council, an educational establishment, or another third party, may submit a request to use specified MOD Crests or Unit Badges granted by the Monarch, on public memorials or other projects. Permission will not be given for use of the Veterans Badge.

Permission is generally granted for commemorative projects such as memorial gardens or nature trails, where the use of such Crests or Badges provides a respectful reminder of the sacrifice and service that former serving personnel and units have given.

When making a request, please provide as much detail as to the Crests and/or Unit Badges required, the proposed project and a suitable point of contact.

To make a request for this permission, please send a request by email to:

[DDC-Strategy-Brand-Licensing@mod.uk](mailto:DDC-Strategy-Brand-Licensing@mod.uk)

Or by post to:

DDC Brand Team  
Level 1, Zone B, Desk 27  
Horseguards Avenue  
Ministry of Defence  
Main Building  
Whitehall  
London  
SW1A 2HB  
United Kingdom.

### 2. DDC Brand Team assess merits of request

The DDC Brand Team will assess each request on a case by case basis. The Team will liaise with the person making the request to ensure that the proposed design of the memorial project complies with the MOD's brand values, such as the correctness of the Crest or Badge used.

3. Permission given

Once the DDC Brand Team are content that the project can go ahead, DIPR will issue a permission letter to the person making the request.

This permission letter must be signed and returned to DIPR to acknowledge acceptance of the terms to use requested Crest or Badge. Although a scanned letter, such as a PDF version is acceptable, the signature must be written by hand and not typed by computer.

Upon receipt of the letter, DIPR will inform DDC, and they will issue a copy of the relevant Crest or Unit Badge to the person who has made the request.

## PROCESS FOR APPROVING MEMORIAL PROJECTS

Third Party e-mails request with all the required information to:  
[DDC-Strategy-Brand-Licensing@mod.uk](mailto:DDC-Strategy-Brand-Licensing@mod.uk)

or;

Third Party sends postal request to:

DDC Brand Team  
Level 1, Zone B, Desk 27  
Horseguards Avenue  
Ministry of Defence  
Main Building  
Whitehall  
London  
SW1A 2HB  
United Kingdom.

