



Ministry
of Defence

USE OF MOD INSIGNIA ON PRIVATE MEMORIALS

PERMISSIONS

Private Memorials

MOD owned insignia are protected under the Copyright, Design and Patents Act 1988 (as amended), Trade Marks Act 1994 (as amended) and the laws of heraldry. The Secretary of State for Defence is content to permit the use of appropriate specified MOD Crests or Unit Badges granted by the Monarch on Private Memorials of former Military Service Personnel post mortem. Permission is granted once all requirements set out on page 2 of this document have been met. The process by which a request for permission is granted is set out on page 3 of this document.

The process for making a request can take several weeks. Therefore, please ensure you have read the process carefully and provide as much of information requested as possible to avoid delay.

Please note: Permission will not be given to use the Veterans Badge¹.

Charges

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

¹ The Veterans Badge has been approved by the Monarch to be used as a lapel badge only.

PRIVATE MEMORIALS

Permission Requirements

The three Services have their own policies regarding the use of MOD Crests or Unit Badges granted by the Monarch on Private Memorials of former Military Service Personnel post mortem. These are as follows:

Army

Insignia

A request for the Crossed Swords or for Regimental Badges is permissible.

Minimum service requirement

Any amount of previous service is acceptable.

Royal Air Force

Insignia

A request for the RAF Crest only is permissible.

For those who served in the RAF Regiment a request for the use of the RAF Regimental Crest is permissible.

Minimum service requirement

Any amount of previous service is acceptable.

Royal Navy

Insignia

A request for the Royal Navy Crest or for Unit Badges is permissible.

Minimum service requirement

Any amount of previous service is acceptable.

Military Cemeteries

Only Service or Regimental Crests can be inscribed on a headstone in a MOD owned and operated Military Cemetery. As such, the use of other military insignia will only be approved where the Cemetery concerned confirms that their byelaws still allow the use of such images. Please check with the Cemetery authorities as to what they will allow before seeking permission to use it through this process and where applicable, forward their written agreement for the image you wish to use with your application.

Request Process

The process by which a request for permission to use an insignia on a Private Memorial is managed by the Joint Casualty and Compassionate Centre (JCCC) on behalf of the Secretary of State for Defence.

COMPLETE ANNEX A

The Next of Kin of the deceased or persons representing the deceased make a request for permission to use a MOD Crest or Unit Badge on a Private Memorial in writing using the form at Annex A.

EMAIL OR POST REQUEST TO THE JCCC

dbs-jcccgrouppmailbox@mod.gov.uk

DBS, JCCC – Graves Casework
Innsworth House
Imjin Barracks
Gloucester
GL3 1HW

ANNEX A RECEIVED + CONFIRMATION OF SERVICE HISTORY

JCCC will acknowledge receipt of the request and once all information required is received; they will confirm service history of the deceased.

PERMISSION LETTER + INSIGNIA ISSUED

When the service history of deceased has been confirmed, JCCC will issue to the requestor a copy of the requested MOD Insignia and a letter permitting its use on the deceased's Private Memorial.

Non-standard Requests

Requests for permission to use more than one MOD Insignia on a Private Memorial (a Non-Standard Request) are subject to an additional procedure to check the suitability of the use of the insignia together. This can add time to the process set out above.