

# 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**



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

Surname

Any other names held during service

Place of Birth

Date of Birth

Service Number

Please tick Service box below:

RN/RM

Army

RAF

Reservist

Service / Regiment / Corps on enlistment

Service / Regiment / Corps on discharge

Details of any other Military or Civil Defence  
service

Rank (on discharge)

**Part 1 - continued**

Dates of Service

to

Details of overseas service

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

**Part 2 – 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

and enclose a copy, not an original, with this application.

**Now please go to Part 3**

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

**You must be the official Next of Kin (NoK) in order to apply.**

The Official NoK is the first person from the following list who is still alive. Please tick the relevant box (This order is based on Intestacy Law).

Surviving spouse	Eldest child	Parent	Eldest grandchild
Grandparents	Brother of the whole blood	Sister of the whole blood	Brother of the half blood
Sister of the half blood	Nephew of the whole blood	Niece of the whole blood	Nephew of the half blood
Niece of the half blood	Other – please state who		

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).**

I,

confirm that I am the official NoK for

### Part 3 – Consent for email correspondence

I **understand** that correspondence transmitted by email 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 I have provided on this form.

I **authorise** the MoD Medal Office to use email whenever possible in its correspondence with me via my nominated email address 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 with you?** Please tick one box and remember to complete your address at Part 5. Yes  No

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

### Part 4 – 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.

### Part 5 - 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.**

Signature

Print name

Date

Address

Telephone number

Email Address

Postcode

**International customers must supply both an email address and phone number on their application form or delivery will not be possible. If you reside overseas 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.**

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

**Have you remembered to attach copies, not originals, of the Death Certificate, the Power of Attorney, or any other relevant information which could be used to process your application?  
Please note that for RAF aircrew, please send a copy of your flying logbooks.**