

HEADQUARTERS NEW ZEALAND DEFENCE FORCE
 Medals Office, Private Bag 905, Upper Hutt 5140, New Zealand
 Telephone: (04) 527 5270, Facsimile: (04) 527 5279
 E-mail: medals@nzdf.mil.nz
 Website: <http://medals.nzdf.mil.nz>

Once you have downloaded the file you can find the medal entitlement and the dates the medals were issued on the history sheet:

2. HISTORY-SHEET.

Unit: *a. on R.* Rank: *Spr.* Surname: *Pattison* Christian Name: *William Robert.* Authority to Headquarters: *13-3-22*

Occupation: *Rushman.* Religion: *Christian* Last New Zealand address: *Towai*
 Last employer: *Self* C of B: *20/4/86*

Name, relationship, and address of next-of-kin (if not resident in New Zealand, insert also name and address of nearest relative in New Zealand):
H. C. Pattison.
Towai
Whangarei

Country or Troopship.	Date from	Date to	Total		Initials of Officer making Entry.	Home Service.	
			Years.	Days.		Years.	Days.
<i>9.3.</i>	<i>27.10.14</i>	<i>17.12.14</i>					
<i>R. Willochra</i>	<i>14.12.14</i>	<i>30.10.15</i>					
<i>reports for duty at Festetics 18.5.16. 19/6/16</i>							
<i>discharged 19/6/16</i>							

CABLE No.	Date.	Where Soldier located.	Message and Remarks.

2 Place and signed copy sent

Duplicate

No. *13/122* Rank: *Spr.*
 Name: *William Robert Pattison*
 Address: *Puki Puki, Whakapara, Whangarei*

Periods of Service.	Theatres of Operation.
In New Zealand: — years 290 days.	Australasian
Overseas ... — years 311 days.	Egyptian 1915
Total service ... 1 years 606 days.	Egyptian E.F.
Date commenced duty: 27 10 14	Balkan Gallipoli 1915
Date finally discharged: 19 6 16	Western European
	Asiatic

Decorations: *1914-15 Star*
 BRITISH WAR MEDAL *1914-15*
 VICTORY MEDAL *1914-15*

The foregoing particulars are correct.
 Signature: *William R. Pattison*

Please state if you have previously required one of these forms.

N.B. Do not omit to advise this office of any future change of address.

Discharge Final: *19/6/16* (D no.) *Auckland* *Whakapara, Whangarei 14/11/19*

Pension

ISSUE AUTHORIZED
 Gallipoli Lapel badge
 Gallipoli Medallion
 Date *24/11/67*
AZILLER

* Strike out words not required.

In this example above you will see a small white sheet paper with "Duplicate" written in red ink. This was sent to each service person to confirm their details for both the medals and illuminated

In the rare case where the medals have not been issued this will be shown on the History Sheet.

E.F. Form No. 3A.

HISTORY SHEET.

Reinforcement: **14th** Advice despatched to soldier: **11.3.24**

Unit: <i>(1st Batt. Duke Regt.)</i>	Rank: Private <i>Hope</i>	Surname: McGirr	Christian Name: Hugh Edward	No. 25286	
Occupation: Butcher		Religion: <i>M. P.</i> R.C.	Last New Zealand address: Methven		
Last employer: A Street Methven		Name, relationship, and address of next-of-kin (if not resident in New Zealand, insert also name and address of nearest relative in New Zealand): Mrs Alice McGirr Post Office (Mother) Christchurch			

Country or Troopship.	Date from	Date to	Total.		Initials of Officer making Entry.	Home Service.	
			Years.	Days.		Years.	Days.
New Zealand	13/3/16	25.6.16		105			195
<i>Foreign</i>	26.6.16	19.3.18	1	267			267
<i>Per Tahiti</i>	19.3.18	20.6.18		93			
			2	100			100

Message and Remarks.
*4th 1917
42 Amb (Ward) 4. 1917
nee 601-3/11 1917. 2 S.W. face
- Depot France 13.10.17*

No. **25286** Rank: **Private**
Name: **Hugh Edward McGirr**
Address: **295 Manchester St. Christchurch**

Periods of Service.	Theatres of Operation.
In New Zealand: 2 years 195 days.	Australasian
Overseas: 1 year 267 days.	Egyptian
Total service: 3 years 100 days.	Egyptian E.F.
Date commenced duty: 13.3.16	Balkan
Date finally discharged: 20.6.18	Western } 11.1917
	European }
	Asiatic

Decorations:
BRITISH WAR MEDAL
VICTORY MEDAL
The foregoing particulars are correct.
Signature: _____
N.B.—Do not omit to advise this office of any future change of address.
1,000 pads/8/20—12058

Decorations:
BRITISH WAR MEDAL
VICTORY MEDAL
The foregoing particulars are correct.
Signature: _____
N.B.—Do not omit to advise this office of any future change of address.
1,000 pads/8/20—12058

Medals 3:2:1917
"Tahiti" Feb 12/1918
Service Pass of Voice Cassel
295 Manchester St
Christchurch

MEDAL ACTION COMPLETE.
IN
4 MAR 1924

In the above example you will see that on the left side of the History Sheet there is a stamp that reads "Medal Action Complete" this has been amended with a pencilled "IN", making the word incomplete, to indicate the medals have still not been issued up to the date 04 march 1924.

If on reviewing the digitised copy of the service file from Archives NZ you believe there are either medals or the Gallipoli Medallion that has not been issued please complete the posthumous NZ and foreign medals and awards application (Form No.2) which you can download from the NZDF Medals website.

<http://medals.nzdf.mil.nz/info/forms.html#forms>