

New Zealand Defence Force Personnel Archives and Medals,  
 Private Bag 905, Upper Hutt 5140, New Zealand  
 Telephone: (04) 527 5280, Facsimile: (04) 527 5279  
 E-mail: [nzdf.pam@nzdf.mil.nz](mailto:nzdf.pam@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. m. R.* Rank: *Apr.* Surname: *Pattison William Robert.* Authority for issue: *13-3-22*

Occupation: *Bushman.* Religion: *Evangelical C of S.* Last New Zealand address: *Towai*

Last employer: *Self*

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>12.12.14</i>					
<i>R. Willochra</i>	<i>14.12.14</i>	<i>30.10.15</i>					
<i>reports for duty at Featherston 18.5.16, 19/6/16</i>							
<i>discharged 19/6/16</i>							

CABLE:  
 No. *177* Date *20.9.16* Where Soldier located. *Cairo* Message and Remarks. *9.3. Gen. Hosp. Port de Kouleleh (Transjordan) Gun shot wound right foot.*

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

*2 have not received copies*

Periods of Service.	Theatres of Operation.
In New Zealand: <i>—</i> years <i>290</i> days.	Australasian
Overseas: <i>—</i> years <i>311</i> days.	Egyptian <i>19.15</i>
Total service: <i>1</i> years <i>536</i> days.	Egyptian E.F.
Date commenced duty: <i>27.10.14</i>	Balkan <i>Ballyp 19.15</i>
Date finally discharged: <i>19.6.16</i>	Western European
	Asiatic

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

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

N.B. Do not omit to advise this office of any future change of address.  
*Please state if you have previously signed one of these forms.*

Discharge Final: *19/6/16* (Date)  
*Whakapara, Whangarei 14.11.19*

Pension

ISSUE AUTHORISED  
 Gallipoli Lapel badge  
 Gallipoli Medallion  
 Date *24/11/67*

\* 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: **H. 2. 21**

Unit: <i>1st Bn. 14th Coy.</i>	Rank: <b>Private</b>	Surname: <b>McGirr</b>	Christian Name: <b>Hugh Edward</b>	No. <b>25286</b>
Occupation: <b>Butcher</b>		Religion: <b>M. P. R.C.</b>	Last New Zealand address: <b>Methven</b>	
Last employer: <b>A Street Methven</b>				

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.
<b>New Zealand</b>	<b>13/3/16</b>	<b>25.6.16</b>		<b>105</b>			<b>195</b>
<b>Foreign</b>	<b>26.6.16</b>	<b>19.3.18</b>	<b>1</b>	<b>267</b>			
<b>Foreign</b>	<b>19.3.18</b>						
<b>Foreign</b>	<b>20.3.18</b>	<b>20.6.18</b>		<b>93</b>			
			<b>2</b>	<b>100</b>			
Foreign Service:						<b>1</b>	<b>267</b>
Total Service:						<b>2</b>	<b>100</b>

MEDAL ACTION COMPLETE.

Service ...

4 MAR 1924

IN

No. **25286** Rank: **Private**

Name: **Hugh Edward McGirr**

Address: **298 Manchester St. Methven N.Z.**

Message and Remarks:  
**4th 1917**  
**For Comm. (Grand) 4. 1. 17**  
**see 601-3/11 1917 2nd S.W. force**  
**- Depart France 13.10.17**

Periods of Service.	Theatres of Operation.
In New Zealand: <b>2</b> years <b>105</b> days.	Australasian _____
Overseas: <b>1</b> year <b>267</b> days.	Egyptian _____
Total service: <b>3</b> years <b>100</b> days.	Egyptian E.F. _____
Date commenced duty: <b>13/3/16</b>	Balkan _____
Date finally discharged: <b>20/6/18</b>	Western } _____
	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 (ads/B/20—12058)

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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 (ads/B/20—12058)

11-17 (from 14. Com. Div)

"Tahiti" Feb 1918

Service Pass of Voice Classed

298 Manchester St

Methven

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 4 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 [NZDF Personnel Archives and Medals Form No. 1](http://medals.nzdf.mil.nz/info/forms.html#forms) which you can download from the NZDF Medals website. <http://medals.nzdf.mil.nz/info/forms.html#forms>