

**Personnel Archives & Medals**

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FOR OFFICE USE ONLY:

**SENS REF:**

## APPLICATION / DECLARATION FORM FOR NZ MILITARY PERSONNEL RECORDS AND/OR MEDAL ENTITLEMENTS

### ENQUIRER/YOUR CONTACT DETAILS

Your full Given/First Name(s)

Your Family Last Name(s)/Surname

Your Postal Address

Daytime Phone and Mobile Phone

Your Email Address

### SERVICE PERSONNEL DETAILS

Service Number (if known)

Family/Last Name(s)/Surname

Full Given/First Name(s)

Date of Birth (if known)

Other Name(s)/Alias

Is the person living or deceased?<sup>1</sup><sup>1</sup> Proof of death may be required – see attached information for details

Please answer the following questions to let us know what you are looking for:

1. Do you want a photocopy of documents held on the file? Yes  No

*What do you need from the file and why do you need it? (Please specify)....*

2. Are you wanting to determine entitlement and/or apply for medals? Yes  No

*If yes please advise details of any medals you/they already hold and any specific medals you/they wish to apply for:*

3. If ***neither*** of the above apply please choose from the following options:

- (a)  A Statement of Service to support an employment application
- (b)  Veterans Affairs NZ application or appeal
- (c)  Research for a publication? If yes then please state author, book, publisher, etc.
- (d)  Academic/school research
- (e)  Medical records
- (f)  Dental records
- (g)  RNZRSA or RSL (Returned Services Association) Membership
- (h)  Other/any specific information required from the file? (Please specify below)

*For any of the above please specify below exactly what it is you need from the file:*

4. Is your application urgent? Yes  No

*If so why?*

**Important: please ensure that this form is signed (see over)**

**Note: Choose the appropriate sign off from the following three options**

**Warning: It is an offence under the Crimes Act to make a false declaration**

**STATUTORY DECLARATION (Required for Posthumous Medal Applications)**

**Note that this Statutory Declaration is only required when applying for medals for a deceased service person**

I acknowledge that, as part of the processing of this application, the New Zealand Defence Force (NZDF) will seek to verify the information I have provided.

I understand that in the great majority of instances, the New Zealand Government has no authority to award medals issued by a foreign government or which fall outside the scope of the New Zealand Royal Honours System. All the NZDF can do is verify the names, addresses and contact details of all applicants to the responsible issuing authority. By signing this declaration, I give permission for the NZDF to supply my details to any such responsible issuing authority.

I undertake that, should an applicant having a preferential claim come forward in the future, I will surrender the medal(s) in his or her favour, and hereby indemnify the NZDF against any claim arising from the incorrect issue of the medal(s).

I declare that the information provided in this application is, to the best of my knowledge, true and complete.

**I declare that I am (relationship) ..... to the service person** referred to in this application and I believe that I have the greatest legal entitlement to receive the unclaimed medal(s).

And I make this solemn declaration conscientiously believing the same to be true in every particular, and by virtue of the Oaths and Declarations Act 1957.

DECLARED at ..... this ..... day of ..... 20.....

.....  
*Signature of person making the declarations*

Before me, ..... (print name)

.....  
*Signature of the person before whom the declaration is made*  
*Justice of the Peace/ Solicitor / Officer duly authorised to take Statutory Declarations*

[Apply authorising stamp in this space]

**DECLARATION (Required for Medal Applications for Living Service Personnel)**

**Note this Declaration is only required when the service person is applying themselves**

I acknowledge that, as part of the processing of this application, the New Zealand Defence Force (NZDF) will seek to verify the information I have provided.

I understand that in the great majority of instances, the New Zealand Government has no authority to award medals issued by a foreign government or which fall outside the scope of the New Zealand Royal Honours System. All the NZDF can do is verify the names, addresses and contact details of all applicants to the responsible issuing authority. By signing this declaration, I give permission for the NZDF to supply my details to any such responsible issuing authority.

I declare:

- I have never been sentenced to dismissal by a court martial; and
- I have never been convicted during or after completion of military service for any offence that resulted in a sentence of imprisonment for seven years or more.

I declare that the information provided in this application is, to the best of my knowledge, true and complete.

.....  
*Signature of person making the declaration*

...../...../.....  
*Date*

**SIGNATURE OF APPLICANT (for all other Applications)**

**Signature required for any other application**

x .....  
*Signature of person making the application*

...../...../.....  
*Date*

## Personnel Archives & Medals Information

### Charges

- First individual file copy– no charge.
- Second individual file, or repeat requests within a 12-month period– \$28 per subject.
- Payment can be made by cheque (made payable to '**The New Zealand Defence Force**').
- We accept Visa and Mastercard, and can provide details for internet banking. Please contact us if you wish to make payment via credit card or internet payment.

### General Information

- New Zealand Defence Force (NZDF) Personnel Archives & Medals holds the files of all those who served in New Zealand's military forces from the 1st January 1921 to the present day. It should be noted, however, that NZDF Personnel Archives and Medals cannot guarantee that they hold all files created for an individual. Please note that the only South African War and First World War records available from this office are for those who served beyond 1st January 1921 or who re-enlisted for service in the Second World War. All other pre-1921 files are held by Archives New Zealand in Wellington and can be accessed online: [www.archway.archives.govt.nz](http://www.archway.archives.govt.nz) . We do not hold any other military archive material or photographic collection/s.
- Access to personal information held by NZDF Personnel Archives & Medals is governed by the following legal provisions: The Official Information Act 1982, The Privacy Act 1993 and The Health Information Privacy Code 1994.
- All the material we hold is protected by copyright. Copies are provided for personal research purposes or private study only. NZDF copyright permission is required before this material can be used for any other reason.
- If you wish to supply any supporting documentation, e.g. Official Records of Service, Aircrew Log Books, etc. please attach copies to your application. Please do not send us any original documents.

### Enquiries about living former service personnel

- You can request a copy of your own service record by writing to us at New Zealand Defence Force (NZDF) Personnel Archives & Medals. Your request must be in writing and signed by you in order to validate the enquiry.
- If you are requesting details about another living person, information can be disclosed only if you have the signed and written authorisation of the individual concerned. NZDF Personnel Archives & Medals will not release information unless you can show us this authority. We also require a copy of the authority.
- If you cannot do this because the person concerned is unable to provide this authorisation, then we will need to receive a signed request from the person who holds the relevant Power of Attorney. We also require a copy of the Power of Attorney documents for verification purposes.

### Enquiries about deceased former service personnel

- Anyone can request the service records of deceased former service personnel, whether it is for a research project, your family history or your personal interest.
- If the person concerned died after leaving the services this fact may not be recorded on their file. In such cases you will need to send us some form of "proof of death". This could be a copy of a death certificate, newspaper death notice, funeral service sheet or photograph of a headstone. No Government department or Returned Service Association is responsible for informing us of a death.

### Medals Enquiries

- For information about medals entitlement and the issue of replacement medals and ribbons, please refer to the New Zealand Defence Force (NZDF) Medals website at <http://medals.nzdf.mil.nz>
- Please note that the NZDF only replaces medals during the lifetime of the former service person. NZDF cannot replace First World War medals and does not sell replica (copy) medals. Duplicate or replica medals including miniature medals can be purchased from various medal dealers in New Zealand, whose contact details can be found via an internet search for 'replica medals NZ' or searching the Yellow Pages under 'medals'.

### Information Relating to Applying for Medals for deceased personnel

- If you are applying for a medal for a service person who is deceased the declaration form should be completed by the person who believes they have the best legal claim in accordance with the law; the order of entitlement generally being as shown below:
  - The beneficiary under the deceased's Will
  - The legally recognised partner, i.e. Wife, Husband, Widow, Widower, Civil Union or De Facto Partner
  - Son or Daughter
  - Grandson or Granddaughter
  - Father or Mother
  - Brother or Sister, including Half-Brother or Half-Sister
  - Grandparents
- Note 1: When none of the above persons are still living then NZDF is able to issue the unclaimed medal(s) to

another person named as next-of-kin in official records, step-son or step-daughter, nephew or niece, great-nephew or great-niece.

- Note 2: Family members are required to agree amongst themselves as to who will apply for and receive any unclaimed medals. Only one of each medal will be issued.
- You will be required to provide a certified copy of the following documentation:
  - Proof of relationship (e.g. full Birth Certificate including parents' names to show the link, Marriage Certificate or Power of Attorney).
  - Notification of death (e.g. scanned copy of either Death Certificate, Death Notice, Photo of headstone or other documentary evidence that proves that the relative is deceased)\*  
*\*Note: this is not required if the person died while on military service, or if you have previously supplied this documentation to the NZDF Personnel Archives & Medals office.*
  - The written and signed permission of the legal beneficiary of the Will or person(s) with the best legal entitlement if that is not you.

## Privacy

- In submitting this form I agree to my details being used for the purposes of New Zealand Defence Force (NZDF) Personnel Archives and Medals administration. The information will only be accessed by NZDF staff as necessary.
- I understand that my data will be held securely and will not be distributed to third parties, that I have a right to change or access my information, and that when this information is no longer required for the purposes of NZDF Personnel Archives and Medals administration, official NZDF procedure will be followed to dispose of my data.