

Civilian Service Medal 1939-1945
Application Information

The information sought in this form is required to assess eligibility for the *Civilian Service Medal 1939-1945*.

The *Civilian Service Medal* recognises service in eligible civilian organisations the members of which served in support of the Australian war effort on the home front during World War II. Qualifying service for the Medal is at least 180 days enrolment in one or more approved organisations during the wartime period between 3 September 1939 and 2 September 1945 (*inclusive*).

Two guides are included with this application and you may keep both for your records:

- a guide to eligibility for the Medal and a list of the approved organisations; and
 - an application guide to help you fill out the form.
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Applications can be made by next-of-kin for the Medal to be issued when a relative is deceased but note that:

- only one Medal can be awarded to recognise eligible service; and
- as the Medal will belong to the Estate of that deceased person, the Operations Section will require a **Statutory Declaration** giving the relationship of the applicant to the deceased person.
- A **Statutory Declaration** is also required by the Operations Section if you are applying for an award on behalf of another person who is unable to apply personally due to illness or infirmity.

Note: There are penalties under Commonwealth, State and Territory law for making false statements in Statutory Declarations

When completing the application form you will be asked to provide information about the awardee. **‘Awardee’ means the person whose service is to be recognised.**

If you need more information please telephone or write to the Operations Section.

 Operations Section	 HELP DESK (02) 6271 5620
Awards and Culture Branch	(02) 6271 5613
Department of the Prime Minister and Cabinet	(02) 6271 5606
PO Box 6500	
CANBERRA ACT 2600	

- **The electorate office staff of your local Federal Member of Parliament or a Senator can also assist with any inquiries about the *Civilian Service Medal*.**
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Civilian Service Medal 1939-1945

Application Form

- Please read both the **Eligibility Guide** and the **Application Guide** before completing this form; and
- Please use **BLOCK LETTERS**.

1. Personal details of person who is completing the application

Title (Mr, Mrs etc..) **Given names** **Surname**

Current home address

Street

Suburb State Post Code

Current postal address

Street

Suburb State Post Code

Telephone numbers home () work ()

2. Personal details of proposed awardee (person to whom the Medal is to be awarded)

Title (Mr, Mrs etc..) **Given names** **Surname**

Address at time of service during WWII

Street

Suburb State Post Code

- Is this person deceased? Yes No

- What is your relationship to this person?

3. Date and place of birth of the proposed awardee

Date of birth / / Place of birth Town State/territory

4. Service details

In which Australian State/Territory did the proposed awardee enrol for service during WWII

Organisation and location of service	Date of enrolment	Date of discharge
	/ /	/ /
	/ /	/ /

Continued overleaf →

5. Medal engraving

- Only the Awardee's first two given names and surname at the time of service are engraved on the *Civilian Service Medal*.

Given names (*first two names only*)

Surname (*at time of service*)

6. Options for issuing medal - there are three options to issue the Medal once it is approved

Please consult the guidance notes and choose **ONE** only

either mailed direct to your home address

please Tick ✓ box

OR mailed to the local Federal Member of Parliament

MP's name

OR mailed to your Federal Senator

Senator's name

7. Declaration

Information provided in this application will be disclosed to other government agencies to validate your service and process your nomination. If approved, your name, clasp name and date of award will appear on www.itsanhonour.gov.au and be accessible to internet users. Your address will only be published if you agree. Once information appears on the internet the Department of the Prime Minister and Cabinet has no control over its subsequent use and disclosure. Use and disclosure of your personal information is in accordance with the attached *Information Privacy Principles 1, 2, 3, 10 and 11* under the (Commonwealth) *Privacy Act 1988*.

- I declare that:**
- The details I have given on this form are complete and correct;
 - I have read and understand the attached *Information Privacy Principles 1, 2, 3, 10 and 11*; and
 - I agree to the proposed awardee's address appearing on www.itsanhonour.gov.au. YES or NO (tick one)

Please print your full name

Please sign

Date/...../.....

Application Guide

Please read carefully before you complete the Application Form

1. Personal details of person who is completing the application

Note: (Applicants may not necessarily be the Awardee)

This section must be completed by all applicants.

- give your personal details when applying for an award of a *Civilian Service Medal* to recognise your service, or
- give your personal details in this section if you are making an application for a *Civilian Service Medal* on behalf of another person who is deceased or a person unable to complete the form through illness or infirmity.

2. Personal details of proposed awardee

Complete this section with the name of the proposed awardee and the address of the proposed awardee at time of service (if known).

3. Date and place of birth of the awardee

Both the **date and place of birth** of the proposed awardee are required for reference purposes.

4. Service details

- give the Australian State/Territory where the proposed awardee first enrolled in the organisation/s for which service is being claimed;
- give the location where this wartime service occurred;
- give the date of enrolment and the date of discharge for service in the organisation/s; and
- send **copies only** with the application form of any personal documentation to assist in verifying service, such as
 - accreditation papers; discharge certificate/s; personnel records.

If you are unable to find any records to help verify service please contact the Operations Section for help.

5. Medal engraving

For protocol reasons:

- only two given names and the surname at the time of wartime service are engraved on the *Civilian Service Medal*
- titles and postnominals cannot be engraved

6. Options for issuing medal

There are three options for receiving the medal once it is approved. Please choose one only.

- 1) the medal can be sent direct to your home address by post from the Honours Secretariat at Government House, Canberra. **If you choose this option remember to advise the Operations Section should you move to another address;**
- 2) the medal can be presented to you personally by your local federal MP.
If you wish, your local federal MP can arrange a formal presentation ceremony; or
- 3) the medal can be presented to you personally by a Senator for your State/Territory.
If you wish, the Senator can arrange a formal presentation ceremony.

7. Applicant's declaration and authorisation to disclose information

You need to sign:

- the declaration stating that the details provided in the application are complete and correct; and
- the authorisation to allow the disclosure of the information contained in your application to other Commonwealth agencies involved in the administrative procedures for the Medal.

Remember to check that:

- all relevant sections of the application have been filled out;
- relevant authorisations and declarations have been completed and signed;
- relevant documentation has been enclosed; and
- for future reference record the date of your application .../.../...
and the date you posted it to the Operations Section .../.../...

If applying for a posthumous award or are applying on behalf of someone who is unable to complete the form personally, you are requested to forward a Statutory Declaration with the completed application form, stating the relationship of the applicant to the proposed awardee. If the applicant is not the next-of-kin, an additional point should be included to state that the applicant has the permission of the family and the next-of-kin to apply for the Medal on behalf of the family.

Information Privacy Principles (section 14 of the *Privacy Act 1988*)

IPP 1 - Manner and purpose of collection of personal information

The information must be necessary for the agency's function and collected fairly and lawfully.

1. Personal information shall not be collected by a collector for inclusion in a record or in a generally available publication unless:
 - (a) the information is collected for a purpose that is a lawful purpose directly related to a function or activity of the collector; and
 - (b) the collection of the information is necessary for or directly related to that purpose.
2. Personal information shall not be collected by a collector by unlawful or unfair means.

IPP 2 - Solicitation of personal information from individual concerned

This is often called an IPP 2 notice. The agency must tell you the purpose of the collection, any laws which give them authority to collect the information and who they usually disclose or give the information to.

Where:

- (a) a collector collects personal information for inclusion in a record or in a generally available publication; and
- (b) the information is solicited by the collector from the individual concerned;

the collector shall take such steps (if any) as are, in the circumstances, reasonable to ensure that, before the information is collected or, if that is not practicable, as soon as practicable after the information is collected, the individual concerned is generally aware of:

- (c) the purpose for which the information is being collected;
- (d) if the collection of the information is authorised or required by or under law - the fact that the collection of the information is so authorised or required; and
- (e) any person to whom, or any body or agency to which, it is the collector's usual practice to disclose personal information of the kind so collected, and (if known by the collector) any person to whom, or any body or agency to which, it is the usual practice of that first mentioned person, body or agency to pass on that information.

IPP 3 - Solicitation of personal information generally

The information must be relevant, up to date and complete. The collection of the information must not be unreasonably intrusive.

Where:

- (a) a collector collects personal information for inclusion in a record or in a generally available publication; and
- (b) the information is solicited by the collector:

the collector shall take such steps (if any) as are, in the circumstances, reasonable to ensure that, having regard to the purpose for which the information is collected:
- (c) the information collected is relevant to that purpose and is up to date and complete; and
- (d) the collection of the information does not intrude to an unreasonable extent upon the personal affairs of the individual concerned.

continued overleaf →

IPP 10 - Limits on use of personal information

Outlines the rules about keeping accurate, complete and up to date personal information; using information for a relevant purpose; and only using the information for another purpose with your consent unless special circumstances apply such as health and safety or law enforcement.

1. A record-keeper who has possession or control of a record that contains personal information that was obtained for a particular purpose shall not use the information for any other purpose unless:
 - (a) the individual concerned has consented to use of the information for that other purpose;
 - (b) the record-keeper believes on reasonable grounds that use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person;
 - (c) use of the information for that other purpose is required or authorised by or under law;
 - (d) use of the information for that other purpose is reasonably necessary for enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue; or
 - (e) the purpose for which the information is used is directly related to the purpose for which the information was obtained.
2. Where personal information is used for enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue, the record-keeper shall include in the record containing that information a note of that use.

IPP 11 - Limits on disclosure of personal information

Sets out when an agency can disclose personal information about you to someone else, for example another agency.

1. A record-keeper who has possession or control of a record that contains personal information shall not disclose the information to a person, body or agency (other than the individual concerned) unless:
 - (a) the individual concerned is reasonably likely to have been aware, or made aware under Principle 2, that information of that kind is usually passed to that person, body or agency;
 - (b) the individual concerned has consented to the disclosure;
 - (c) the record-keeper believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;
 - (d) the disclosure is required or authorised by or under law; or
 - (e) the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.
2. Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, the record-keeper shall include in the record containing that information a note of the disclosure.
3. A person, body or agency to whom personal information is disclosed under clause 1 of this Principle shall not use or disclose the information for a purpose other than the purpose for which the information was given to the person, body or agency.