



Humanitarian Overseas Service Medal Information to Applicants

The information requested in this Application Form is to assess the eligibility of a proposed Awardee for the award of the *Humanitarian Overseas Service Medal*.

The Application should be completed in conjunction with the [Guide to Eligible Groups](#).

The *Humanitarian Overseas Service Medal* (HOSM) recognises ‘humanitarian service’, which the *Regulations* define as ‘service that gives immediate remedy to needy or distressed persons in order to sustain their life or dignity; or action to assist needy or distressed persons in order to sustain their life or dignity’. It is not an award for capacity-building or development aid projects. The HOSM can be awarded to members of approved Australian organisations who are exposed to risk or danger when giving humanitarian service overseas during international peacekeeping operations or during periods of civil or military strife or war during declared operations of Australian assistance. The purpose of the organisations activities is taken into account in considering whether it should be eligible, and the HOSM is not normally awarded for activities of a commercial nature. The HOSM can be awarded for service in large-scale natural disaster relief operations, where the conditions of service are considered equivalent to those experienced in war or war-like relief operations. To be eligible, Australian organisations can be part of, or operating under the auspices of, a recognised Australian, foreign or international organisation. Eligibility criteria for each declared operation, and the eligible organisations, are determined according to the *Regulations* governing the award. The HOSM **Guide to Eligible Groups** summarises these requirements (see www.itsanhonour.gov.au).

The HOSM is not designed to recognise distinguished service by individuals, nor is it for those civilians whose particular service qualifies them for another award such as the *Australian Active Service Medal*, the *Australian Service Medal*, the *Police Overseas Service Medal* or any other service award in the Australian system of honours. This does not prevent awards of the HOSM to persons who have received service awards in respect of service unrelated to their humanitarian service.

Please Note

- In completing the HOSM Application Form, you will be asked to provide information about yourself.
- An application requires endorsement and verification of the activities undertaken by the applicant from the deploying organisation and should be submitted by the organisation.
- Only one HOSM will be awarded to recognise a period of eligible overseas humanitarian service, although additional Clasps may be awarded to the Medal to recognise period(s) of eligible service in other operational area(s) of service.
- Additional Clasps will not be awarded for a subsequent (second) period in an operational area of service that has already been recognised by the award of the relevant Clasp to the HOSM.
- Next-of-kin of the applicant can apply where the proposed applicant is deceased, ill or infirm. The application must be accompanied by a statutory declaration explaining why the proposed applicant is unable to apply on his or her own behalf. For more information about providing consent to the collection, use and disclosure of personal information on behalf of an infirm individual, please visit the Office of the Australian Information Commissioner website [here](#).
- In the case of a deceased awardee, the HOSM will belong to that person’s estate; therefore, the statutory declaration must outline the relationship of the applicant to the Awardee (e.g. spouse, son, daughter, father, mother, brother or sister).
 - *There are penalties under Commonwealth, State and Territory laws for making false statements in a Statutory Declaration.*



Further Information

Please seek assistance in the first instance from the deploying organisation. Further information may then be sought from the Department of the Prime Minister and Cabinet:

Email: itsanhonour@pmc.gov.au



Honours and Awards Section

Parliament and Government Branch

Department of the Prime Minister and Cabinet

PO Box 6500

CANBERRA ACT 2600



Help Desk (02) 6271 5601



Humanitarian Overseas Service Medal Application Form

Please read the **Application Guide** and **HOSM Guide to Eligible Groups** **before** completing this form (in **BLOCK LETTERS**).

Please note

If you are applying for a posthumous award of the *Humanitarian Overseas Service Medal*, or on behalf of someone who is unable to complete this form personally, you are requested to also complete and forward a statutory declaration with your Application Form, certifying your relationship to the proposed Awardee.

If you are nominating for this award and are not the next-of-kin of the proposed Awardee, an additional point must be included in your statutory declaration certifying that you have permission, on behalf of the family, to apply for the Medal.

1. Details of person making application

This section must be completed by the applicant (who may not necessarily be the proposed Awardee).

Give your personal details whether nominating for an award of a *Humanitarian Overseas Service Medal* to recognise your own humanitarian service overseas or making an application, with accompanying statutory declaration) on behalf of another person who is deceased or who is unable complete the form through illness or infirmity.

Title (Mr, Mrs etc)	Given Name(s)	Surname / Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Current home address	Street	
	Suburb	State Post Code
Current postal address	Street or PO Box	
	Suburb	State Post Code
Telephone numbers	Home ()	Work ()
Email address	<input type="text"/>	



2. Details of the proposed Awardee (the proposed recipient)

Complete this section with name and address (if known) of the proposed Awardee at the time of service. The *Humanitarian Overseas Service Medal* is not restricted to Australian citizens. Where a person who is not an Australian citizen is otherwise eligible for the *Medal*, the Honours and Symbols Section will seek the approval of the proposed Awardee's government for the *Medal* to be bestowed by Australia.

Title (Mr, Mrs etc) **Given Name(s)** (at time of service) **Surname / Family Name** (at time of service)

Awardee's nationality
Australian

Is this application being made for your own service?

Yes

No

Is the proposed Awardee deceased or infirm? (please tick ✓)

Deceased - Yes

No

Infirm - Yes

If 'Yes', what is **your relationship** to this person?

(ie spouse/son/daughter/father/mother/brother/sister etc)

Please see notes on statutory declaration requirements

3. Date and place of birth of the proposed Awardee *(for identification purposes only)*

The date and place of birth of the proposed Awardee is required for identification purposes only.

Date of Birth
(day/month/year)

Place of Birth

Town

State/Territory/Country

4. Service details of the proposed Awardee *(for this HOSM application)*

Identify the Clasp sought for the declared Event (see HOSM Guide to Eligible Groups).

Give the overseas country and location (in that country) where the humanitarian service was rendered for the declared Event.

Give the date of starting and the date of ending service with the humanitarian operation(s) overseas.

Submit the completed application form to the CEO or equivalent of the deploying organisation for verification of activities and submission to the Department of the Prime Minister and Cabinet.

Humanitarian Operation / Organisation and overseas Country (including Location)	Service Start Date (day/month/year)	Service End Date (day/month/year)
Clasp and Organisation		(write 'CONTINUING' if relevant)
----- Country (and Location in country)/...../...../...../.....



5. Previous award(s) of the Humanitarian Overseas Service Medal and Clasp(s)

Provide details if the Humanitarian Overseas Service Medal with Clasp(s), has already been received (or applied for) by the proposed Awardee for any previous eligible period(s) of humanitarian service.

Has the proposed Awardee already **received**, or **applied** for, the **Humanitarian Overseas Service Medal** for any **other service**? (please tick ✓) Yes No

If 'Yes', detail the **Operation(s)** and **HOSM Clasp(s)** awarded or eligible for

Humanitarian Operation(s) covered by HOSM and Clasp(s) awarded/eligible for	HOSM medal clasps received or eligible for		Date Awarded (day/month/year)
	<i>MEDAL</i>	<i>CLASP</i>	
1. -----	HOSM -----	-----/...../.....
2. -----	HOSM -----	-----/...../.....

6. Other Australian award(s) received for this humanitarian service

Provide details of any other Australian award and Clasp(s), received (or applied for) by the proposed Awardee for this same period(s) of eligible humanitarian service.

Service which has been recognised, or is eligible for another award, is ineligible for the Humanitarian Overseas Service Medal.

Has the proposed Awardee already **received**, or is **eligible** to receive, **another Australian** award for this humanitarian service? (please tick ✓) Yes No

If 'Yes', detail the **Operation(s)** and **Medal** and **Clasp(s)** awarded or eligible for

Humanitarian Operation(s) covered by Medal and Clasp(s) already received	Medal received or eligible for <small>(eg Australian Active Service Medal (AASM) – Clasp SOMALIA) (eg Australian Service Medal (ASM) – Clasp RWANDA)</small>		Date Awarded (day/month/year)
	<i>MEDAL</i>	<i>CLASP</i>	
-----	-----	-----/...../.....



7. Engraving the Humanitarian Overseas Service Medal

Only the surname and two preferred given names of the proposed Awardee (at the time of service), can be engraved on the Humanitarian Overseas Service Medal. Titles and/or post-nominals cannot be engraved on the Medal.

Given Name(s) (*two preferred names only*)

Surname / Family Name (*at time of service*)

8. Issuing the Humanitarian Overseas Service Medal

Once approved and engraved, the Humanitarian Overseas Service Medal will be sent to the Awardees deploying agency by the Australian Honours and Awards Secretariat at Government House. Please advise your deploying agency and note on this form if you would prefer the Humanitarian Overseas Service Medal to be sent to a nominated address.

Declaration (please sign)

The person filling out the form must sign the declaration that:

- the details provided in the Application Form are complete and correct;
- the awardee is not a member of an ineligible class of persons (HOSM Guide for Eligible Groups Document refers);
- the person completing the form has read, and understands, the *Privacy Collection Notice*;
- the awardee consents to the disclosure of their personal (including sensitive information) for the purposes outlined in the *Privacy Collection Notice*; and
- the person completing the form agrees (or does not agree) to the proposed awardee's address appearing on www.itsanhonour.gov.au.

- I declare that:**
- a. The details I have given on this form are complete and correct;
 - b. I (or the awardee if someone else) was NOT a resident or refugee of the area served in, NOR a commercial contractor OR an employee of a commercial contractor to an organisation in the specified hazardous area;
 - c. I have read and understand the attached *Privacy Collection Notice*;
 - d. I (or the awardee if someone else) consent to the disclosure of personal (including sensitive information) for the purposes outlined in the *Privacy Collection Notice*; and
 - e. I agree to the proposed awardee's State, Suburb and Postcode appearing on www.itsanhonour.gov.au.
- YES or NO (tick one)

.....
Please print your full name

Please sign

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

Remember to Check

- All relevant sections of the Application Form have been completed;
- The relevant declaration and authorisation has been completed and signed and included when sending to the deploying agency.



Privacy Collection Notice

- * The Department of the Prime Minister and Cabinet (the Department) is collecting your personal (including sensitive) information for the purpose of recommending an award of the Humanitarian Overseas Service Medal or clasp to the Governor-General of Australia.
- * The Department will share relevant personal information with your deploying organisation, the Australian Honours and Awards Secretariat, government agencies such as the Department of Defence and Department of Foreign Affairs and Trade, Emergency Management Australia, Ministers and Senators and other organisations as required for the purpose of validating your service and processing your application.
- * The Department may also share your personal information where authorised or required by law.
- * Providing the requested information is voluntary. However, if you choose not to provide us with your information the Department will be unable to assess your application under the *Humanitarian Overseas Service Medal Regulations 1999*.
- * In the event that you are approved for an award, your full name, award and date of award will be included in the publicly available Australian Honours database, published online at www.pmc.gov.au/government/its-honour, unless you advise otherwise. Your address (state, suburb and postcode) will only be published online if you agree.
- * The Department's [Privacy Policy](#) explains how we protect your personal information. It also explains how you can request access to, and correction of, any personal information that we hold about you, and who to contact if you have a privacy enquiry or complaint. If you have any privacy questions, please contact the Department's [Privacy Officer](#).