



## *National Police Service Medal*

# Information to Nominees/Applicants

The information requested in this Application Form is to assess the eligibility of the nominee for the award of the *National Police Service Medal*.

A general overview is written below. For full details, please read the regulations on the Governor General's website ([www.gg.gov.au](http://www.gg.gov.au)) using the pull down tab **Australian Honours and Awards** and select **National Police Service Medal (NPSM)**:

**1 (a)** Person must have been serving on or after 14 February 1975

**(b)** The Commissioner (or his delegate) of the Australian police force where the nominee last worked must review the application, and if satisfied with the ethical and diligent service of the person, may make a recommendation for the NPSM to the Governor General.

**(c)** The nominee must have served for a period of at least 15 years or a total of 15 years as a sworn police officer (defined by all Commissioners of Police as) *A person holding the office of Constable of Police or, a member who is employed as a Police Officer of an Australian Police Force/Service, as determined under the relevant Act of Parliament.*

This condition may be met if the person died whilst a serving member of an Australian Police Force or could not continue to serve as a result of injury or disability sustained in or as result of service in an Australian Police Force. This medal is **not** a long service medal entitlement.

For all applications, a mandatory National Police Check or similar jurisdictional check will be undertaken to check applicants ethical and diligent service, and criminal history. Failure to pass this check will result in the nomination being rejected.

### Please Note

- In completing the NPSM Application Form, you will be asked to provide information about the nominee.
- Please print out the application form, complete all required sections, sign and return to the relevant jurisdiction as listed below.
- Only one NPSM will be awarded to recognise a period of eligible police service.
- Next-of-kin of the nominee may apply where the proposed nominee is deceased, ill or infirm. The application must be accompanied by a **statutory declaration** explaining why the nominee is unable to apply on his or her own behalf.
- In the case of a deceased nominee, the NPSM will belong to that person's estate; therefore, the statutory declaration must outline the relationship of the applicant to the nominee (e.g. spouse, son, daughter, father, mother, brother or sister). Supporting documents (certified copies) confirming power of attorney, executor of will, service records and/or certificates will need to be included with the application.

### Help Desk Information

If you need more information, please contact your relevant jurisdiction:

Australian Federal Police  
Recognition and Awards  
PO Box 401  
CANBERRA ACT 2601  
[Recognition-Awards@afp.gov.au](mailto:Recognition-Awards@afp.gov.au)

NSW Police Force  
Protocol & Awards Unit  
Office of the Commissioner  
Locked Bag 5102  
PARRAMATTA NSW 2124  
[retronpsm@police.nsw.gov.au](mailto:retronpsm@police.nsw.gov.au)

NT Police, Fire and Emergency Services  
Medals and Investitures Co-ordinator  
PO Box 39764  
WINNELLIE NT 0821  
[Pfes.medalsandawards@pfes.nt.gov.au](mailto:Pfes.medalsandawards@pfes.nt.gov.au)

Western Australia Police Force  
Honours and Awards  
Westralia Square  
Level 8 – 141 St Georges Terrace  
PERTH WA 6000  
[HonoursandAwardsSMAIL@police.wa.gov.au](mailto:HonoursandAwardsSMAIL@police.wa.gov.au)

Honours and Awards Unit  
Victoria Police Centre  
PO Box 913  
MELBOURNE VIC 3001  
[honoursawards@police.vic.gov.au](mailto:honoursawards@police.vic.gov.au)

Tasmania Police  
Staff Support Services  
Human Resources Temple House  
55 Argyle Street  
HOBART TAS 7000  
[honours&awards@police.tas.gov.au](mailto:honours&awards@police.tas.gov.au)

South Australia Police  
Awards, Marketing & Event Section  
GPO Box 1539  
ADELAIDE SA 5001

Queensland Police Service  
Manager, Honours and Awards Unit  
Integrity and Performance Group  
Ethical Standards Command  
GPO Box 1440  
BRISBANE QLD 4001  
[QPSHonoursandAwards@police.qld.gov.au](mailto:QPSHonoursandAwards@police.qld.gov.au)



# National Police Service Medal Application Form

**NB:** This application must be forwarded to and will be processed by the last police organisation with whom the applicant/nominee served, or its relevant successor (details on page 1 of information form). The information requested in this Application is to assess the eligibility for awarding the National Police Service Medal (NPSM) with regard to the Amendments published in the Gazette C2014G00624 on 15 April 2014.

1. Details of nominee <i>(the proposed recipient)</i>			
<b>Mr/Mrs/Ms etc</b>	<b>Given Name/s</b> (at time of service)	<b>Surname</b> (at time of service)	<b>Other Known Names</b>
<b>Residential Address</b> <i>(Include State &amp; Postcode, No PO Box)</i>			
<b>Postal Address</b> (if different from above)			
<b>Telephone</b> Landline: Mobile:		<b>Email</b>	
<b>Prior Addresses for last 10 years – only required for applications submitted to the AFP and the Northern Territory</b> <i>(Include State &amp; Postcode, No PO Box)</i>			
<b>Date of Birth</b>		<b>Place of Birth</b> (for identification purposes)	<b>Citizenship</b> (at time of service)
<p><b>Died during service as a police officer or could not continue service as a result of injury or disability sustained in or as a result of police service, prior to qualifying period of 15 years</b></p> <p><input type="checkbox"/> No    <input type="checkbox"/> Yes (please attach evidentiary documentation, i.e. death certificate, separation certificate or statutory declaration)</p>			
<b>Have you previously received the below medals</b>			
National Medal <input type="checkbox"/> No <input type="checkbox"/> Yes		Police Long Service & Good Conduct Medal <input type="checkbox"/> No <input type="checkbox"/> Yes	

2. Details of Service of nominee <i>(please attach any evidentiary documentation)</i>					
Service Number(s)	Date sworn service commenced dd/mm/yyyy	Date sworn service concluded dd/mm/yyyy	Australian Police Service Jurisdiction	Dates of Leave Without Pay taken during service period	Reason for Cessation of Duty (Resignation retired/ medically unfit/ posthumous/ other (attach details))

**3. Details of person making application if not nominee** (if application is being made **on behalf** of Awardee, i.e. Incapacitated/Posthumous)

Mr/Mrs/Ms etc	Given Name	Surname
Residential Address		
Telephone Landline: Mobile:	Email	
Relationship to nominee		
Reason nominee did not complete the form (i.e. Deceased, Infirm)		

**4. Declaration of Executor, Administrator, Guardian or Next of Kin** (If awardee is incapacitated, or a posthumous application)

I have enclosed proof that I am the Executor of the will, Administrator in case of intestacy, Power of Attorney, or a person who can prove legal status as a beneficiary to this claim.	<input type="checkbox"/> No <input type="checkbox"/> Yes
I do solemnly and sincerely declare that I wish to apply for the unclaimed National Police Service Medal in respect of the infirmed/deceased ex-member whose details are provided in this application.	<input type="checkbox"/> No <input type="checkbox"/> Yes
I declare that I am the executor/beneficiary/Power of Attorney (delete as necessary) entitled to receive the NPSM. I hereby indemnify policing organisation/s against any claim arising from the incorrect award of the medal.	<input type="checkbox"/> No <input type="checkbox"/> Yes

**5. Declaration by applicant**

I declare that the information I have given in this document is true and correct to the best of my knowledge. I understand that it is an offence to knowingly give false or misleading information contrary to section 137.1 of the *Criminal Code 1995* (Cth), an offence punishable by a term of imprisonment of 12 months;

I understand that information provided in this application will be disclosed to policing organisation/s and other government agencies to validate policing service and conducting a National Police Check or equivalent on the proposed awardee;

Information provided will be disclosed to Australian Honours & Awards Secretariat at Government House Canberra, as part of approval process. If approved, award details will be provided to the Department of Prime Minister & Cabinet for publication of name, award and date of award, on the Australian It's An Honour website;

I declare I have been advised how my personal information will be used to record me for the NPSM and I have read, understand and agree to Australian Privacy Principles 12 March 2014. (included in application pack or [www.oaic.gov.au](http://www.oaic.gov.au), privacy fact sheet17)

I declare that my service as a sworn officer of police was ethical and diligent (not required if Executor, Administrator, Guardian or Next of Kin)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_