



BRIEFING PAPER

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How to apply for a military medal

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Summary

Constituents may contact their Member of Parliament seeking advice on eligibility – and how to apply – for a particular military medal. This could include constituents who have served in the armed forces and are seeking advice as to how to claim a medal they believe they are entitled to, or their next of kin.

1. Eligibility

1.1 Introduction

Military medals are awarded to serving – and former – members of the armed forces and eligible civilians, to recognise their service in a particular campaign or in time of war.

Next of kin are entitled to receive medals on behalf of deceased service personnel.

1.2 'Official' and commemorative medals

Official medals are those authorised by the Queen or her predecessors. Only these medals are allowed to be worn on a service uniform.

Commemorative medals are those which have been produced by organisations or private medal companies to commemorate particular branches of service or areas of operation. These are not official medals and are not issued by the Ministry of Defence Medal Office. They may, however, be purchased from the medal company that produces them or from a medal dealer.

1.3 Criteria for official medals

The Ministry of Defence Medal Office is responsible for issuing medals authorised by Her Majesty to British service personnel and veterans. It provides a full list of medals from World War 1 to the more recent Ebola Medal, including medals for the Iraq and Afghanistan conflicts, giving descriptions and eligibility for each campaign medal. This is available on the gov.uk page: [Medals: campaigns, descriptions and eligibility](#).

Medals awarded before the Second World War can no longer be issued.

2. How to apply

Serving personnel should always apply for medals through their Royal Navy, Royal Marines, British Army or Royal Air Force units and consult their administration staff with any medals queries.

If an individual leaves the armed forces before the medal can be issued, it is their responsibility to claim from the MOD Medal Office.

Service veterans and those applying on behalf of others should submit applications to the MOD Medal Office, using the application form below.

2.1 Application form

To apply for a medal, constituents should download and fill in the [MOD medal application form](#). This form is to be used by veterans and their families to apply for military campaign medals. Current serving personnel should speak to their Unit's HR department regarding all medal enquiries.

If the constituent is applying on behalf of someone else, they must also include a copy of either their lasting power of attorney or a death certificate.

Serving personnel in the armed forces should apply through their current unit. All other completed application forms should be sent, along with any supporting documents, to the MOD Medal Office:

MOD Medal Office
Room G36
Innsworth House
Imjin Barracks
Gloucester
GL3 1HW

To apply for medallic recognition for Home Guard service, constituents must complete the MOD medal application form and the [Home Guard questionnaire](#).

Successful applications usually receive their medal within 12 weeks on sending the application form.

2.2 Replacement medals

Replacement medals can be issued to service veterans or next of kin who held the medals, but they will only be issued (at cost to the medal recipient) where the loss is completely outside the individual's control:

- stolen
- destroyed (for example, in a fire or flood)

Your constituent will need to show proof by providing a copy of either:

- police crime report
- successful insurance claim listing the individual items

If the applicant is currently serving in the armed forces, they should contact their Unit's HR department to claim for replacement medals.

All other applicants should download and fill in the [MOD medal application form](#) to ask for a replacement medal, sending the form to the MOD Medal Office (see address above).

As well as the form itself, applicants must include a letter explaining how the medal was stolen or destroyed; and to also include a copy of the police report or insurance claim.

Applicants can expect a response from the Medal Office within 10 working days and, if successful, they will be told what the fee is and how to pay. The fee depends on the type of medal.

Once payment has been received, applicants will receive the replacement medal within 4 weeks.

Alternatively, constituents are able to buy replacement medals from a licensed medal dealer.

2.3 Covid-19 update

The MOD Medal Office is only able to accept hard copy application forms due to security and data protection reasons. During the Covid-19 pandemic, applicants are encouraged to follow the latest Government guidance and should only go out to send the application and supporting documentation if it is safe to do so.

3. Veterans badge

Constituents are eligible to receive an armed forces veterans badge if they have served in any of the UK armed forces.

They may also apply on behalf of someone who has died, provided they are in receipt of either a war widow(er)'s pension or compensation under the Survivors Guaranteed Income Payment (SGIP).

3.1 How to apply

To receive a veterans badge, constituents should download and fill in the [Armed Forces Veterans Badge](#) application form.

They will need to give as much information as possible, such as:

- type of service, eg. army or Royal Navy
- service number
- period of service

Once completed, the form should be sent by post, fax or email to the Ministry of Defence (MOD) Medal Office – the address is on the form.

Alternatively, call the enquiries freephone line: 0800 085 3600.

Applicants will usually receive their veterans badge within 6 to 8 weeks of sending the application form.

3.2 Replacement badge

Constituents can apply for a replacement veterans badge by using the same [Armed Forces Veterans Badge](#) application form, indicating they are making a replacement application and noting whether the badge was stolen, broken or lost.

There is no fee if it is first time they have asked for a replacement badge, but there will be charges for any further replacement applications.

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