



Request Permission to Use a Service Badge

OAWG

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Overview

All personnel who served in the Royal Australian Navy, the Australian Army or the Royal Australian Air Force are entitled to have their Service badge inscribed on their private memorial.

Personnel who served in the Merchant Navy are entitled to an Australian Merchant Navy badge.

For copyright reasons, permission to inscribe a badge must first be obtained from the Office of Australian War Graves (OAWG).

Service Badge Types and Eligibility

Type	Veterans Entitled
ROYAL AUSTRALIAN NAVY	
Royal Australian Navy (RAN)	<ul style="list-style-type: none">• If service number is a straight number.• Also used for Royal Australian Naval Reserve (RANR), and Royal Australian Volunteer Reserve (RANVR).
Royal Australian Navy (Queen's Crown) (QRAN)	<ul style="list-style-type: none">• If service number is prefixed with R or O.
AUSTRALIAN ARMY	
Australian Imperial Force (AIF)	<ul style="list-style-type: none">• All World War I veterans.• If service number is prefixed with NX, VX, SX etc. Also for women with service number QFX, NFX etc.
Australia Commonwealth Military Force (ACMF)	<ul style="list-style-type: none">• If service number is prefixed with N, V, S, Q etc.• Also for women with service number NF, VF etc.
Australia Military Force (AMF)	<ul style="list-style-type: none">• If the service number is a straight number or 2/356.• For all veterans who joined the Army after 1947 including those who served in Korea and Vietnam.
Australian Army (R1200/6)	<ul style="list-style-type: none">• All veterans serving after 1972.
ROYAL AUSTRALIAN AIR FORCE	
Royal Australian Air Force (RAAF)	<ul style="list-style-type: none">• If service number is a straight number.
Royal Australian Air Force (Queen's Crown) (QRAAF)	<ul style="list-style-type: none">• If the service number is prefixed with an A or O.
AUSTRALIAN MERCHANT NAVY	



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Type	Veterans Entitled
Merchant Navy (QR12601)	<ul style="list-style-type: none">Civilians who served in the Australian Merchant Navy as part of a military operation.

Requesting Use of a Service Badge

There are two ways to obtain a letter of permission to use a Service badge on a private memorial:

- quick
- regular

Quick Approvals

If the veteran served in World War 2, Korea, or Vietnam and their name is on the relevant nominal roll you can print an approval letter for them straight from your web browser.

To print an approval letter from a nominal roll:

- Access the relevant nominal roll see:
http://www.dva.gov.au/commems_oawg/nominal_rolls/Pages/index.aspx
- Search for the veteran.
- Display the record.
- Select the **Permission for use of Service badge for commemorative purpose** link.
- If required, click the **Printing Instructions** button.
- Click the **Letter of Permission** button to print the letter.



Ensure your pop-up blocker is turned off.

Regular Approvals

Where a veteran is not listed on the nominal rolls, you will need to apply to the OAWG for permission.

You must complete the D9081 form available from the DVA website and return to form to OAWG by either email, mail or fax.

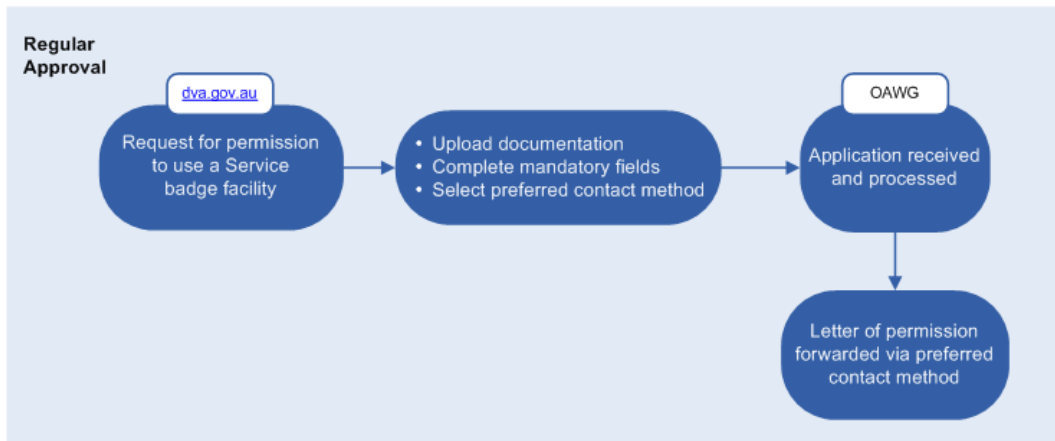
Online

You are now able to complete the request permission to use a Service badge form for veterans not listed on the nominal rolls through the DVA website.



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In all cases you must provide the following details of the veteran:

- full name
- service number
- service (Royal Australian Navy, Australian Army, Royal Australian Air Force, Merchant Navy).



If not known, please contact the Department of Defence to determine this information.

You must also provide proof of Service with the request which may be one of the following:

- a copy of the veteran's discharge certificate
- a copy of the veteran's paybook
- other official documentation from the relevant Defence Office including the veteran's name and service number.



You must also provide your own name and preferred correspondence address (mail or email).

Lodging a Request Through the DVA Website

From the DVA website you can access the Request for permission to use a Service Badge facility.

The Request for permission to use a Service badge screen.



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Links to Nominal Rolls

Facility to upload supporting documents

Preferred contact method

Request for permission to use a Service badge

Before completing this form please ensure you have checked any applicable nominal rolls from the following list, as you can print the permission letter immediately if the veteran is present: WW2 ([Name search](#), [Service number search](#)), Korea ([Name search](#), [Service number search](#)), Vietnam ([Search](#)).

Please attach one of the following documents:

- * Discharge Certificate
- * Statement of Service
- * Official document showing name and service number

Upload document:*

Service details

Veteran name:*

Service or PMKeyS number:

Service:*

Details where permission is to be sent

Your name:*

Your phone number:

Preferred contact method: ☐ Email ☐ Mail



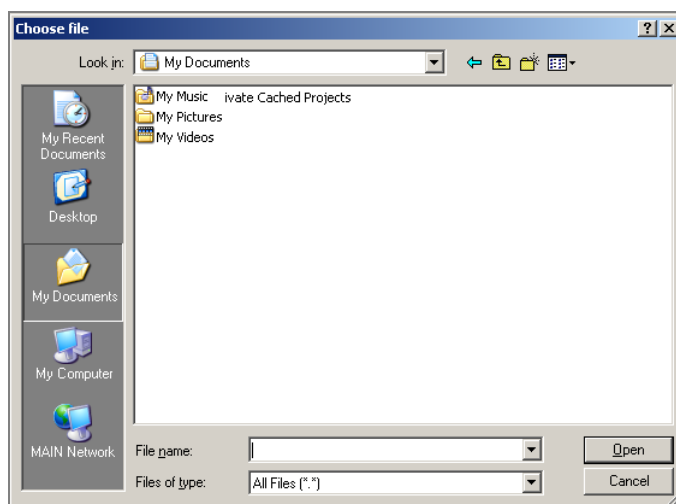
Ensure you have checked the nominal rolls before submitting a permission to use a Service badge request.

When making requests, fields marked with a red asterisk (*) are mandatory.

To request permission to use a Service badge:

1. To upload one of the required supporting documents, click on the **Browse** button.

The Choose file dialog box displays.



The maximum document upload file size is 10MB.



Only the following file types are accepted: doc, pdf, jpg, jpeg and png.

2. Navigate to the document and click on the **Open** button.




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3. In the **Veteran name** field, enter the name of the veteran.
4. In the **Service of PMKeyS number** field, enter either the service or PMKeyS number of the veteran.
5. From the **Service** drop down list, select which service the permission request relates to, eg "Australian Army".
6. In the **Your name** field, enter the name of the person to whom permission correspondence is to be sent.
7. Select a preferred contact method.

The following table describes the two contact methods.

Contact Method	Details
Email	<div><p>Preferred contact method: <input checked="" type="radio"/> Email <input type="radio"/> Mail</p><p>Email address: * <input type="text"/></p></div> <ul style="list-style-type: none">• In the Email address field, enter your email address.
Mail	<div><p>Within Australia</p><p>Preferred contact method: <input type="radio"/> Email <input checked="" type="radio"/> Mail</p><p>Where is the mail address: <input checked="" type="radio"/> Within Australia <input type="radio"/> Overseas</p><p><i>Tip: You can enter the first line (number and street) of your address in the Unit/Street number field and the system will match the rest for you.</i></p><p>Building / business name: <input type="text"/></p><p>Unit / street number: * <input type="text"/></p><p>Street name: * <input type="text"/></p><p>Suburb: * <input type="text"/></p><p>Postcode: * <input type="text"/></p><p>State: * <input type="text"/></p></div> <ul style="list-style-type: none">• In the Unit / street number field, enter your street number.• In the Street name field, enter your street name. <div> After completing the number and street name fields, the system will automatically complete the remaining fields for you.</div> <p>Overseas</p> <div><p>Preferred contact method: <input type="radio"/> Email <input checked="" type="radio"/> Mail</p><p>Where is the mail address: <input type="radio"/> Within Australia <input checked="" type="radio"/> Overseas</p><p><i>Tip: You can enter the first line (number and street) of your address in the Unit/Street number field and the system will match the rest for you.</i></p><p>Address line 1: <input type="text"/></p><p>Address line 2: <input type="text"/></p><p>Address line 3: <input type="text"/></p><p>City / Town / Suburb: <input type="text"/></p><p>Post or Zip Code: <input type="text"/></p><p>Country: * <input type="text"/></p></div>

8. Click on the **Submit** button to finalise the request.

The Request to use a Service badge success message displays.