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## Overview

From the DVA website you can now access the Search for a commemoration online service and perform the following tasks:

- search and view commemoration details
- download war grave photos
- request a photo of a war grave
- submit your own photo of a war grave
- request amendments to commemoration details displayed online.

*The Search for a commemoration screen.*

## Search and View Commemoration Details

You can search and view details on all official commemorations for Australians located in Australia or Papua New Guinea (PNG).

Details on war-dead veterans from World War 1 and 2 will also be available via a link to the Commonwealth War Graves Commission site.

### To search and view official commemoration details online:

1. Complete any known search criteria.



You can search by either name, service number / type, year range or location.

2. Click on the **Submit** button.

*A list of results matching your search criteria will display.*

Name	Service number	Year of death	Service type	Cemetery / Memorial	State	Country	Photos
<a href="#">FRANKLIN, ALEXANDER G</a>	SX123456778	1998	Army	Rookwood Cemetery	NSW	Australia	<a href="#">Photo(s)</a>
<a href="#">FRANKLIN, BEN</a>	SX123456778	1952	Navy	Rookwood Cemetery	NSW	Australia	<a href="#">Photo(s)</a>
<a href="#">FRANKLIN, LYNETTE C</a>	SX123456778	2001	Air Force	Rookwood Cemetery	NSW	Australia	<a href="#">Photo(s)</a>
<a href="#">FRANKLIN, TONY</a>	SX123456778	1977	Air Force	Toowoong Cemetery	QLD	Australia	<a href="#">Photo(s)</a>

3. Click on the veterans **Name** link to view their commemoration details.

*The Commemoration details screen displays.*

**Commemoration details**

[< Back to search results](#) | [Start new search](#)

**SMITH, MATHEW**  
RADIO ELECTRICAL ARTIFICER 1

**Headstone / plaque details**

Q1591  
SerTest123 R.E.A.1  
M. SMITH AFC  
PreTest123 R.A.A.F.  
NURSING SERVICE  
1.1.1977 AGE 111

**Official commemoration**

**ACT Cemetry** | [View map](#)

15 COLLEGE STREET  
BELCONNEN ACT 2617  
Australia  
[WWW.WEBSITE.COM.AU](#)  
Area: **Garden Ashes** Garden: 4 Garden area: 5 Bed: 6 Position: 8  
Latitude / Longitude:

**Permission to use service badge**

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 Australian Merchant Navy are entitled to an Australian Merchant Navy badge.  
[Download a Permission letter for this veteran](#)

**Submit request to amend details**

**Incorrect information**  
While the Department makes every effort to maintain accurate records, in some cases the information may not be correct. If you believe the information for this commemoration is incorrect you can [submit a request to amend details](#).

**Photos**

[Download image](#)

**Can you help?**  
If you would like to submit a photo for this commemoration read the [condition of acceptance of image](#) and use the submit photo link below.  
[Submit a photo](#)

**Additional information**

[Tweet](#) 0

Headstone/  
plaque details

Location of  
commemoration

Permission to  
use service  
badge

Submit request  
to amend  
details

Photos of the  
commemoration  
and download  
link



Submit photos

Additional  
information



## Download War Grave Photos

Each commemoration may have two types of war grave photos available:

Image Type	Description	Example
<b>Whole</b>	Displays the commemoration in full.	
<b>Detailed</b>	Displays the headstone / plaque of the commemoration in enough detail that the information can be read / viewed.	

You can download a photo of a war grave online in two ways:

- search results list
- commemoration details screen.

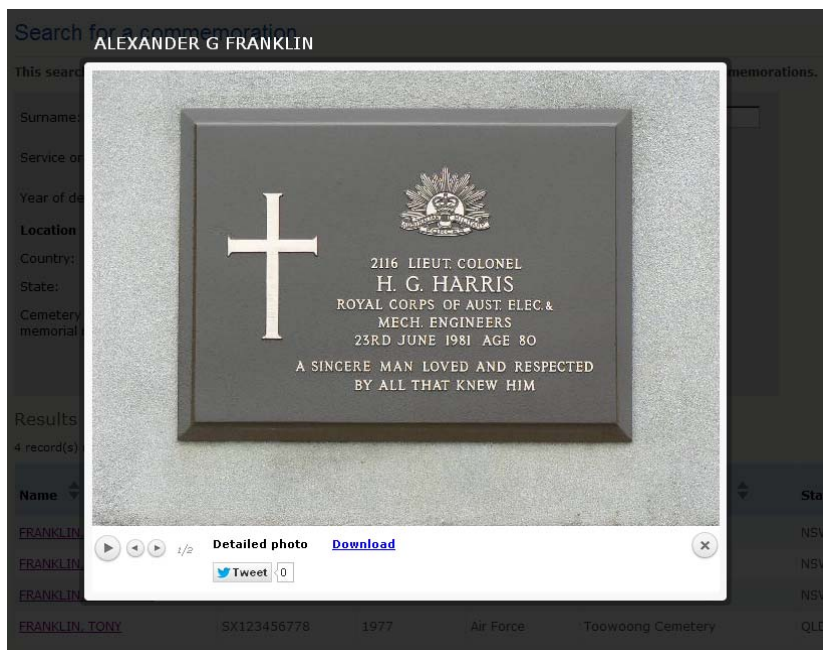
### To download a photo from the search results list:


1. From the Search for a commemoration screen, complete any known search criteria and click on the **Search** button.

*A list of results matching your search criteria will display.*

2. Click on the **Photo(s)** link for the veteran.

*The Photo pop up displays.*

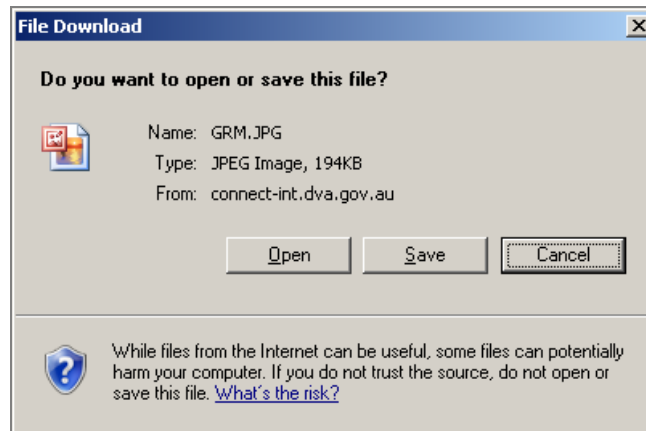



Navigate through the available photos using the  buttons.

3. Click on the **Download** link.



*The File Download dialog box displays.*



4. Click on the **Open** button.
5. To print the photo, click on the  icon on the toolbar or click on the **File** menu > **Print...**
6. To save a copy of the photo, click on the **File** menu > **Save As...** and choose a location and file name for the photo.


### To download a photo from the Commemoration details screen:

1. From the Search for a commemoration screen, complete any known search criteria display the commemoration details.

*The Commemoration details screen displays.*

2. Click on the **Download image** link below the photo.

*The File Download dialog box displays.*

3. Click on the **Open** button.
4. To print the photo, click on the  icon on the toolbar or click on the **File** menu > **Print...**
5. To save a copy of the photo, click on the **File** menu > **Save As...** and choose a location and file name for the photo.



## Request a Photo of a War Grave

If the commemoration does not have any photos on file you can request a photo of the war grave.

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

### To request a photo:

1. From the Search for a Commemoration screen, complete any known search criteria and click on the **Search** button.


The Commemoration details screen displays.

### Commemoration details

[< Back to search results](#) | [Start new search](#)

**SMITH, SAPPER**  
COLONEL

Headstone / plaque details



AIF  
Svr12345 COLONEL  
S. SMITH  
THE BLACK WATCH  
1-8-2012 AGE 26

Official commemoration

**woden cemetery** | [View map](#)

25 YAMBA DRIVE  
GARRAN ACT 2605  
Australia  
[woden.cemetery@com.au](mailto:woden.cemetery@com.au)  
Area: **Garden of eden** Wall: **67** Row: **a** Panel:  
Latitude / Longitude:


Permission to use service badge

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 Australian Merchant Navy are entitled to an Australian Merchant Navy badge.  
[Download a Permission letter for this veteran](#)

**Incorrect information**

While the Department makes every effort to maintain accurate records, in some cases the information may not be correct. If you believe the information for this commemoration is incorrect you can [submit a request to amend details](#).

Photos



No commemoration specific photos are available at this time.

[Request a photo](#)

**Can you help?**

If you would like to submit a photo for this commemoration read the [condition of acceptance of image](#) and use the submit photo link below.  
[Submit a photo](#)

Additional information

Commemoration details for Commonwealth war dead of the 2 World Wars can be found at the [Commonwealth War Graves Commission website](#).

[Tweet](#) 0

2. Click on the **Request a photo** link.



The Request a photo form displays.

▼ Request photo

Title: \*

First name: \*

Family name: \*

Preferred delivery method:

Mail  Email

3. From the **Title** drop down list, select your title.
4. In the **First name** field, enter your first name.
5. In the **Family name** field, enter your surname.
6. Select a preferred delivery method to receive the photo.

The following table describes the two delivery methods.

Delivery Method	Details
Mail	<ul style="list-style-type: none"> <li>From the <b>Where is the mail address</b> section, select if the address is Within Australia or Overseas.</li> </ul> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Overseas</b></p> </div> <div style="width: 45%;"> <p><b>Within Australia</b></p> </div> </div> <ul style="list-style-type: none"> <li>Complete all fields.</li> </ul>



Delivery Method	Details
Email	<div data-bbox="497 353 933 766"> <p>▼ <a href="#">Request photo</a></p> <p>Title: * <input type="text" value="Select"/></p> <p>First name: * <input type="text"/></p> <p>Family name: * <input type="text"/></p> <p>Preferred delivery method:</p> <p><input type="radio"/> Mail <input checked="" type="radio"/> Email</p> <p>Email address: * <input type="text"/></p> <p><input type="button" value="Submit"/> <a href="#">Clear</a></p> </div> <ul style="list-style-type: none"> <li>• Enter your email address.</li> </ul>

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

### Submit a Photo of a War Grave

If the commemoration does not have a photo on file you can submit your own photo of the commemoration.



Ensure you have read the 'Condition of acceptance of an image' located on the Commemoration details screen.

Photos submitted will only be considered when provided according to the standards outlined.



For tips on submitting photos, click on the 'Advice for photographers' menu.

### To submit a photo of a war grave:

1. From the Search for a commemoration screen, complete any known search criteria and click on the **Search** button.

*The Commemoration details screen displays.*

2. Click on the **Submit a photo** link.



The Submit a photo pop up displays.


### Submit a photo [Close X](#)

for **FRANKLIN, ALEX G**

Image files must be in JPEG format and no more than 6MB in size. Please see advice for photographers for further information about submitting photos.


**Detailed commemoration image**

Image showing detail of headstone inscription or plaque.



**Whole commemoration image**

Image showing entire commemoration.



Title: \*

First name: \*

Family name: \*

Phone: \*

Email: \*

**Terms and conditions**

By submitting the image(s) I confirm that:

- \* I am the lawful owner of the images attached
- \* I release full copyright and reproduction rights to the Department of Veterans' Affairs
- \* Use of the images submitted is at the discretion of the Department of Veterans' Affairs

I have read and agree to the terms and conditions

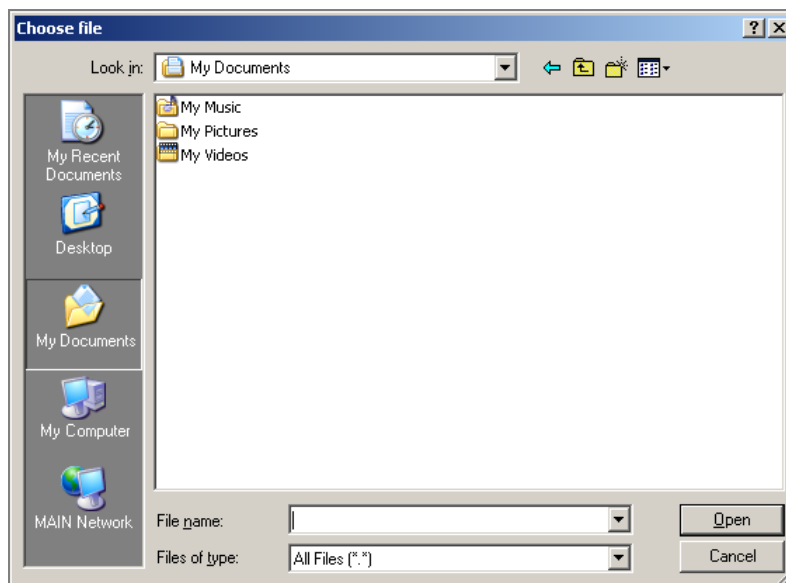
[Cancel](#)



Photos must be in JPEG format and 6MB or less.

- Determine if your photo is a **Detailed** or **Whole commemoration image** and click on the **Browse** button.

The Choose file dialog box displays.



- Navigate to the photo and click on the **Open** button.





- From the **Title** drop down list, select your title.
- In the **First name** field, enter your first name.
- In the **Family name** field, enter your surname.
- In the **Phone** field, enter your preferred contactable phone number.
- In the **Email** field, enter your email address.



Ensure you have read and agree to the terms and conditions at the bottom of the window.

- Tick the checkbox to agree with the terms and conditions.
- Click on the **Submit** button.

### Request Amendments to Commemoration Details Displayed Online

If you believe the commemoration details displayed on the Commemoration details screen are incorrect, you can request that these details are amended.

#### To request amendments to commemoration details displayed online:

- From the Search for a commemoration screen, complete any known search criteria and click on the **Search** button.

*The Commemoration details screen displays.*

- Click on the **Submit a request to amend details** link located at the bottom of the screen.

*The Request to amend details form displays.*

**Incorrect information**  
While the Department makes every effort to maintain correct details, in some cases the information may not be correct. If you believe the information for this commemoration is incorrect you can [submit a request to amend details](#).

[Close](#)

**Request to amend details** [Close](#)

Title: \*

First name: \*

Family name: \*

Relationship to veteran: \*

Phone: \*

Email: \*

Request to amend: \*

Provide details about the information you believe is incorrect: \*

Supporting document:

[Clear](#)

- From the **Title** drop down list, select your title.



4. In the **First name** field, enter your first name.
5. In the **Family name** field, enter your surname.
6. From the **Relationship to veteran** drop down list, select your relationship to the veteran you are requesting the commemoration details be amended for, eg Grandparent.
7. In the **Phone** field, enter your preferred contactable phone number.
8. In the **Email** field, enter your email address.
9. From the **Request to amend** drop down list, select what details you would like to amend, eg Service details.
10. In the **Provide details about the information you believe is incorrect** field, enter specific detail around what information is incorrect.



You can upload supporting documentation, such as death certificate, that will assist DVA in verifying that the changes to the commemoration information you are requesting are correct.

11. Click on the **Submit** button.