



**Application for  
Initial Issue Only  
of Honours and Awards for Retired Members of the Canadian Forces**

**Instructions**

This application form may only be used by **retired members of the Canadian Forces or their next of kin** to apply for the **initial issue only** of those medals (as listed below) which are administered by the Department of National Defence, Directorate of Honours and Recognition (DH&R). Additional information can be found on our Internet web site under Directorate of Honours and Recognition (<http://www.forces.gc.ca/hr/dhr-ddhr/>).

**Serving members of the Canadian Forces shall not use this form (their unit shall apply on-line (DIN) on their behalf in accordance with procedures detailed in A-AD-200-000/AG-000, Chapter 2, Section 4).**

**To submit a nomination for Canadian orders and decorations, or to apply for the Canadian Volunteer Service Medal (CVSM) for Korea, contact the Chancellery of Honours at Rideau Hall at 1-800-465-6890 or write to:**

[Chancellery of Honours](#)

Rideau Hall  
1 Sussex Drive  
Ottawa ON K1A 0A1

**To apply for First and Second World War medals as well as those related to the Korean conflict (with the exception of the Canadian Volunteer Service Medal for Korea), contact Veterans Affairs Canada at 1-877-995-5003 or write to:**

[Honours and Awards](#)[Veterans Affairs Canada](#)

66 Slater Street, Suite 1411  
Ottawa ON K1A 0P4

To obtain information from a **military service file or a statement of military service**, contact **Library and Archives Canada** at 1-866-578-7777 or write to:

[Library and Archives Canada](#)

Personnel Record Unit (PRU)  
395 Wellington Street  
Ottawa ON K1A 0N3

To obtain **commission scrolls, CF service pins and identification cards (CF 75)**, contact the **Director Military Careers Administration and Resource Management (DMCARM)** at (613) 945-0274 or (613) 992-1228, or write to:

Director Military Careers Administration  
and Resource Management 4-3-3-2  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa ON K1A 0K2

**To apply for medals administered by the Department of National Defence (listed below), complete and sign this form and forward it to the Directorate of Honours and Recognition BY MAIL ONLY.** To speed up the review of your application, you are requested to provide a copy of documentary proof of service. There are no fees for initial issue of medals.

**Application for  
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**Section 1 – Applicant type** *(Select one)*

Military (Retired CF)  Complete Sections **1abc 2, 3 and 5**

Next of kin (NOK)  Complete Sections **1a, 1c, 2, 3, 4 and 5**  
of Military

Deceased date (dd/mm/yyyy):

**Section 1a – Military (Retired CF) applicant information** *(All information MUST be completed. Ensure correct spelling of names, including accents, spaces between letters, lower case letters, etc.)*

Last name:

First name:

Middle  
initial(s):

Date of birth (dd/mm/yyyy):

**Section 1b – Military (Retired CF) applicant contact information** *(Leave blank if next of kin)*

Address:

City:

Province:

Country:

Postal code:

Telephone: (    )

Alternate  
telephone: (    )

Email  
(optional):

**Section 1c – Military service information** *(All information MUST be completed)*

Service (Regimental) number:

**Note: Do not insert Social Insurance Number (SIN). The collection of the SIN is not authorized under the Canada Pension Plan (CPP) Act. INSERT only alpha-numeric Service number. If you are not in possession of either a Regimental number (pre-1967) nor a current CF Service number (X11 111 111) LEAVE THIS FIELD BLANK. The Department of National Defence will contact you if further information is required in order to ascertain eligibility.**

Enrolment date (dd/mm/yyyy):

Release date (dd/mm/yyyy):

Rank upon retirement:

Rank at time of eligibility (for awards that are engraved):

Environment (Navy, Army or Air Force):

Name at time of service (if legally changed after release):

### Initial Issue Application (Retired)

#### Section 2 – Medal selection information

Please check the box(es) related to the medal(s) for which you are applying (**initial issue**). The criteria and eligibility for each award are detailed at <http://www.forces.gc.ca/hr/dhr-ddhr/> under the Directorate of Honours and Recognition.

Medal	Place of service/duty	Dates of service	Comments (Write on reverse if required)
<input type="checkbox"/> Canadian Forces' Decoration (CD)			
<input type="checkbox"/> Canadian Forces' Decoration (CD) Clasp			
<input type="checkbox"/> Canadian Peacekeeping Service Medal			
<input type="checkbox"/> European Community Monitor Mission (ECMM)	– Yugoslavia		
<input type="checkbox"/> Efficiency Decoration (ED)			
<input type="checkbox"/> Efficiency Medal			
<input type="checkbox"/> Efficiency Medal Clasp			
<input type="checkbox"/> General Campaign Star (Allied Force bar)			
<input type="checkbox"/> General Campaign Star (ISAF bar)	– Afghanistan		
<input type="checkbox"/> General Service Medal (Allied Force bar)	– Aviano, Italy – Vicenza, Italy		
<input type="checkbox"/> General Service Medal (ISAF bar)	– Camp Mirage – Taranto, Italy – Istanbul, Turkey		
<input type="checkbox"/> Gulf and Kuwait Medal (no bar)			
<input type="checkbox"/> Gulf and Kuwait Medal (with bar)			
<input type="checkbox"/> International Commission for Supervision and Control (ICSC) (Indochina)	– Continental Vietnam only		
<input type="checkbox"/> INTERFET	– East Timor – Darwin, Australia		
<input type="checkbox"/> Long Service and Good Conduct Medal - Army			
<input type="checkbox"/> Long Service and Good Conduct Medal - Navy			
<input type="checkbox"/> Long Service and Good Conduct Medal - RCAF			
<input type="checkbox"/> Memorial Cross			
<input type="checkbox"/> Multinational Force and Observers (MFO)	– Sinai		
<input type="checkbox"/> NATO Medal Article 5 for Operation Active Endeavour	– Mediterranean Sea or airspace directly above		
<input type="checkbox"/> NATO Medal Article 5 for Operation Eagle Assist	– Continental USA		
<input type="checkbox"/> NATO Medal for Kosovo	– Kosovo or airspace directly above		
<input type="checkbox"/> NATO Medal for the Former Yugoslav Republic of Macedonia	– Macedonia or airspace directly above		
<input type="checkbox"/> NATO Medal for the Former Yugoslavia			

**Initial Issue Application (Retired)**

**Section 2 – Medal selection information (continued)**

Medal	Place of service/duty	Dates of service	Comments (Write on reverse if required)
<input type="checkbox"/> NATO Medal Non-Article 5 for Operations in the Balkans			
<input type="checkbox"/> Sacrifice Medal			
<input type="checkbox"/> Somalia Medal			
<input type="checkbox"/> South-West Asia Service Medal (no bar)	– Tampa Bay, Florida and support area		
<input type="checkbox"/> South-West Asia Service Medal (with Afghanistan bar)	– Afghanistan and area of responsibility		
<input type="checkbox"/> Special Service Medal (with Alert bar)	– Service at CFS Alert – OP BOXTOP		
<input type="checkbox"/> Special Service Medal (with Humanitas bar)			
<input type="checkbox"/> Special Service Medal (with NATO bar)			
<input type="checkbox"/> Special Service Medal (with Peace bar)			
<input type="checkbox"/> Special Service Medal (with Ranger bar)			
<input type="checkbox"/> United Nation Medals Specify Mission(s):  _____			

**Note:** The UN will strictly apply their long standing medals policy and will no longer consider requests for initial issue of UN medals that are submitted more than one year after the departure of the concerned member from the mission area.

**Section 3 – Presentation information (All information MUST be completed)**

If the applicant is eligible for recognition, it is possible to have the award(s) sent to a sponsor for presentation. Check the appropriate box and fill in the information. *(Ensure correct spelling of names, including accents, spaces between letters, lower case letters, etc.)*

I want the award(s) sent by mail directly to the address provided.

**OR**

I have contacted a sponsor (as listed below) and this person or organization has agreed to present the award(s).

**Sponsor contact information - To be completed if presentation sponsored**

Sponsor organization (name):

Title (if applicable):	Contact last name:	Contact first name:
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Address (ship to):

City:	Province:	Country:	Postal code:
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Telephone: (    )	Alternate telephone: (    )	Email (optional):
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### Initial Issue Application (Retired)

**Section 4 – Next of kin information** *(All information MUST be completed)*

If you are submitting the application on behalf of someone else, complete this section. *(Ensure correct spelling of names, including accents, spaces between letters, lower case letters, etc.)*

Title (if applicable):	Last name:	First name:	Middle initial(s):
Relationship to potential recipient:			
Address:			
City:	Province:	Country:	Postal code:
Telephone: (    )	Alternate telephone: (    )		Email (optional):

**Section 5 – Declaration**

**This application is being made for medals I have never been awarded and I declare the information provided above to be true and correct.**

Name of applicant (please print):	Signature (applicant):
Date:	

**Submission**

Please keep a copy for your records. **Return original completed form** along with copies of any **supporting documentation** to:

Directorate of Honours and Recognition  
 Building 347, Uplands Site  
 National Defence Headquarters  
 101 Colonel By Drive  
 Ottawa ON K1A 0K2

**To protect your privacy and security DO NOT FAX OR EMAIL any application forms or supporting documentation.**

Applications are normally processed within 90 days of receipt. If you need help filling this form or clarification on eligibility, call **1-877-741-8332** (Toll free). Listen carefully to the entire options menu before making your selection.