



NOMINATION FOR A UK NATIONAL HONOUR

GUIDANCE NOTES

1 WHO MAY MAKE A NOMINATION

Any person or persons may make a nomination by completing a nomination form and forwarding it to the Ceremonial Secretariat at the address given overleaf.

2 COMPLETING THE NOMINATION FORM

Please complete the nomination form completely and accurately, following the instructions in each section closely. It is important that you provide as much information as possible about your nominee, and try to explain what their actual contribution in an area has been, as opposed to just listing jobs or posts held.

You may use additional sheets of paper, but please ensure that you state to which section the additional information you are providing relates. Please do not send in examples of the nominee's work (e.g. videos, photographs, books) as, whilst we will endeavour to return them to you, we cannot take responsibility for their safekeeping.

3 NUMBER AND TYPE OF HONOURS

Honours are given to people from all walks of life and all sections of society who have made a difference to their community.

The number of honours available is strictly limited and therefore, however valuable their service, not everyone can receive recognition. It is important to realise that an honour will not automatically follow a submission. The type and level of award need not be stated.

4 TIMING OF NOMINATIONS

There are no deadlines for the receipt of nomination forms, but their consideration is likely to take at least 12 to 18 months. Therefore, you should not nominate a person for a specific Honours List.

Nominations should be made while the nominee is still active and, if possible, at least 12 months before he/she is expected to retire or stand down.

Honours Lists are published at New Year and on the occasion of The Sovereign's Birthday. Nominators will need to check published Lists (in the *London Gazette* or national newspapers) to see if their nominee is successful.

5 UNSUCCESSFUL NOMINATIONS AND RE-NOMINATIONS

If, after two years, your nominee has not been successful you may assume the nomination has lapsed. You may re-nominate but a different outcome is unlikely unless your nominee has had additional achievements.

6 CONFIDENTIALITY

All nominations for honours are treated in the strictest confidence. The nominee should **not** be informed that they have been nominated, as it is not fair to raise expectations in case they are not met.

7 SUPPORT LETTERS

Letters of support should be from others who have first hand knowledge of and can endorse the nominee's contribution.

8 ACKNOWLEDGEMENT AND PROGRESS OF NOMINATIONS

Upon receipt of your nomination, we will send an acknowledgement. We regret that it is not possible to enter into correspondence on the merits of a particular nomination whilst it is under consideration.

9 CHANGES TO INFORMATION SUBMITTED

You may send additional information to support the nomination at any time, and we will ensure that this is considered with the existing papers. The Ceremonial Secretariat should also be advised if there has been any important change to the information supplied on the nomination form, such as the home address of the nominee.

You must notify the Ceremonial Secretariat immediately if your nominee dies, as it is not possible for a posthumous award to be made.

10 NON - UK CITIZENS

People who are not UK citizens or citizens of Commonwealth countries of which The Queen is Head of State, are eligible to be considered for awards but the award may be an honorary one.

11 THE QUEEN'S AWARD FOR VOLUNTARY SERVICE

This annual award recognises and rewards outstanding achievement by groups in the community. Further information and a nomination form can be obtained at www.queensawardvoluntary.gov.uk or by calling **0845 000 2002**

12 ETHNIC MONITORING

Please help us to assess the effectiveness of the system by filling in both parts of the form. One part is about you and the other is about the nominee. The information you give will help us to improve the coverage of the honours system. We want to be sure that all areas of society have access to it. We cannot tell if there are gaps unless we know the ethnic background of the individual nominating someone for an honour, and the ethnic background of the candidate.

This information will be used only in aggregate for monitoring purposes. It will not be taken into account in the process of assessment of the candidate.

There are no quotas in the honours system.

13 ENQUIRIES

Further enquiries relating to the UK honours system may be answered on our web-site which can be found at: www.honours.gov.uk or by writing to:

**Ceremonial Secretariat,
Cabinet Office,
35 Great Smith Street,
London SW1P 3BQ.**

Telephone number: (020) 7276 2777

Facsimile number: (020) 7276 2766

Email: ceremonial@cabinet-office.x.gsi.gov.uk

Code:Nomguide1/2006



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Please read the accompanying guidance notes before completing this form.

NOMINEE
<p><i>Please <u>clearly</u> print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed or we will be unable to consider your nominee.</i></p>

I nominate the following person for a UK national honour:

<p>Surname: _____</p> <p>Forenames: _____</p> <p>Known as: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>No and Street: _____</p> <p>Village: _____</p> <p>Town: _____</p> <p>County: _____</p> <p>Post Code: _____</p> <p>Date of Birth: _____</p> <p>Telephone no: _____</p> <p>Nationality: <input type="checkbox"/> British</p> <p style="margin-left: 20px;"><input type="checkbox"/> Other (please specify)</p> <p>_____</p>	<p><i>It is most important that the name given is accurate and that the spelling is correct.</i></p> <p><i>If different from above</i></p> <p><i>E.g. Mr, Mrs, Miss, Ms, Dr, Rev etc.</i></p> <p><i>Name of building</i></p> <p><i>Or approximate age if date of birth is not known.</i></p> <p><i>If known. (Incl. area code).</i></p> <p><i>Please tick.</i></p> <p><i>We need to know the nationality of your nominee in order to decide the appropriate type of award. Certain non-UK citizens may only receive honorary awards.</i></p>
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<p><i>The information contained in this nomination is strictly confidential and will not be communicated to any person other than those involved in the administration of the Honours System with the exception of background information provided overleaf, which may be used in association with the announcement of any honour granted.</i></p>
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THE RECOMMENDATION

In this section, space has been provided for you to set out details of how the nominee has made a significant contribution in their area of activity whether it is in the public, private or voluntary sectors.

We are looking for people with exemplary service, which may be paid or unpaid, who have changed things, with an emphasis on practical achievement; have demonstrated innovation and entrepreneurship; are examples of the best sustained and selfless voluntary service or have delivered in a way that has brought distinction to UK life.

It is important that you give as much detail as possible about what your nominee has achieved which makes them stand out against others and make it clear if the achievement is in one area or in a number of different areas.

In what role(s) or area(s) has the nominee excelled?

How has the nominee demonstrated service worthy of recognition?

How has the nominee's contribution impacted on a particular field, locality, group, community or humanity at large?

Over what period of time has the nominee made a major commitment?

Has the nominee's contribution been recognised elsewhere (e.g.; in the media, by other awards, professional/interest groups or through local government)?

What makes this person stand out from others doing similar work?

BACKGROUND

*Please provide full details of **POST(S) HELD** by your nominee, paid or voluntary, which support and are relevant to your nomination. Please give start and end dates (if known), or whether the person is still involved in this area of activity.*

LETTERS OF SUPPORT

*Please obtain two or more letters which endorse the nominee's contribution from people who are familiar with his or her services. Ideally these should be attached to this form, but they may be sent separately. Please list below the names of the supporters, and **tick the box if their letter is to follow.***

1 _____

2 _____

3

4

5

DETAILS OF PERSON MAKING THE NOMINATION

My name and address:

Surname: _____ *(Incl. Title e.g. Mr, Mrs, Miss, Ms, Dr, Rev etc)*

Forenames: _____

Address: _____ *This address will be used for an acknowledgement and any future correspondence.*

No and Street: _____

Village: _____

Town: _____

County: _____

Post Code: _____

Telephone no: _____ *(incl. area code)*

Facsimile no/Email address: _____

Relationship to nominee: _____ *Please state your relationship to the nominee (e.g. son, wife, colleague, friend).*

Signature: _____ Date: _____

Please send this form and any enclosures to:

**CEREMONIAL SECRETARIAT
CABINET OFFICE
35 GREAT SMITH STREET
LONDON SW1P 3BQ**

**Telephone no: 020 7276 2777
Facsimile no: 020 7276 2766
Email: ceremonial@cabinet-office.x.gsi.gov.uk**

FOR CEREMONIAL SECRETARIAT USE ONLY:

Date form received: _____

Reference number: _____

Date acknowledged: _____

Code: Nomform 1/2006

Ethnic Origin

Which group do you identify with? Please tick one box. The options are listed alphabetically.

Asian	Black
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> African
<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Any Other Black Background (specify if you wish)
<input type="checkbox"/> Any Other Asian Background (specify if you wish)
.....	Mixed Ethnic Background
Chinese	<input type="checkbox"/> Asian and White
<input type="checkbox"/> Any Chinese Background (specify if you wish)	<input type="checkbox"/> Black African and White
.....	<input type="checkbox"/> Black Caribbean and White
	<input type="checkbox"/> Any Other Mixed Ethnic Background (specify if you wish)

White	
<input type="checkbox"/> White background (specify if you wish)	Any Other Ethnic Background
.....	<input type="checkbox"/> Any Other Ethnic Background (specify if you wish)

And which group does your candidate for an honour identify with? Please tick one box

Asian	Black
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> African
<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Any Other Black Background (specify if you wish)
<input type="checkbox"/> Any Other Asian Background (specify if you wish)
.....	Mixed Ethnic Background
Chinese	<input type="checkbox"/> Asian and White
<input type="checkbox"/> Any Chinese Background (specify if you wish)	<input type="checkbox"/> Black African and White
.....	<input type="checkbox"/> Black Caribbean and White
	<input type="checkbox"/> Any Other Mixed Ethnic Background (specify if you wish)

White	
<input type="checkbox"/> White background (specify if you wish)	Any Other Ethnic Background
.....	<input type="checkbox"/> Any Other Ethnic Background (specify if you wish)
