

# NOMINATION FOR A UK NATIONAL HONOUR

Please read the accompanying guidance notes before completing this form.

## NOMINEE

Please clearly 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 nominate the following person for a UK national honour:**

Surname: \_\_\_\_\_

*It is most important that the name given is accurate and that the spelling is correct.*

Forenames: \_\_\_\_\_

Known as: \_\_\_\_\_

*If different from above.*

Title: \_\_\_\_\_

*E.g. Mr, Mrs, Miss, Ms, Dr, Rev etc.*

Address: \_\_\_\_\_

*Please include as full an address as possible.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

County: \_\_\_\_\_

Post Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

*Or approximate age if date of birth is not known.*

Telephone no: \_\_\_\_\_

*If known. (Incl. area code if land line number.)*

Nationality:  British

*Please tick.*

Other (please specify)

*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.*

\_\_\_\_\_

*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.*

## 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.

**Please state in not more than 20 words the service for which you consider that the nominee should receive an honour (for example, services to disabled people in Rochdale).**

**Please list the post(s), with start and end dates, in which the nominee has excelled.**

- **If you do not know exact dates, please estimate the period of time.**
- **Please state if the post was paid or unpaid or you do not know.**

**Please describe the benefits resulting from the nominee's service to a particular field, area, group, community or humanity at large.**

- **What has their impact been?**
- **How wide is their influence?**
- **What are their achievements?**

**Are there others giving a similar service to that of the nominee? (Please delete as appropriate.)**

**Yes/No.**

**If YES, please what makes the nominee and their contribution stand out from such people?**

**Please list any other ways in which the nominee's contribution been recognised elsewhere (for example, in the media, by awards, by professional/interest groups or through local government)?**

**Please attach any documents which provide evidence of that recognition (for example, newspaper clippings or letters).**

## 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.**

Supporter's name	Role in which the supporter has known the nominee (for example, colleague, friend).	Please tick the box if their letter of support is to follow.

**DETAILS OF PERSON MAKING THE NOMINATION**

**My name and address:**

Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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:*

**Northern Ireland Honours Secretariat  
OFFICE OF THE FIRST MINISTER & DEPUTY FIRST MINISTER  
Stormont Castle  
BELFAST  
BT4 3TT**

Email: [Honours@ofmdfmni.gov.uk](mailto:Honours@ofmdfmni.gov.uk)  
Telephone no. (028) 9037 8132  
Facsimile no. (028) 9037 8190

**FOR HONOURS SECRETARIAT USE ONLY:**

Date form received: \_\_\_\_\_

Reference number: \_\_\_\_\_

Date acknowledged: \_\_\_\_\_