

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:	_____	<i>It is most important that the name given is accurate and that the spelling is correct.</i>
Forenames:	_____	
Known as:	_____	<i>If different from above</i>
Title:	_____	<i>E.g. Mr, Mrs, Miss, Ms, Dr, Rev etc.</i>
Address:	_____	<i>Name of building</i>
No and Street:	_____	
Village:	_____	
Town:	_____	
County:	_____	
Post Code:	_____	
Date of Birth:	_____	<i>Or approximate age if date of birth is not known.</i>
Telephone no:	_____	<i>If known. (Incl. area code).</i>
Nationality:	<input type="checkbox"/> British	<i>Please tick.</i>
	<input type="checkbox"/> Other (please specify)	
	_____	<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>

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.

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: _____

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 Secretary
OFFICE OF THE FIRST MINISTER & DEPUTY FIRST MINISTER
HONOURS SECRETARIAT
ROOM E4.15
CASTLE BUILDINGS
STORMONT
BELFAST
BT4 3SR**

Telephone no. (028) 9052 8162
Facsimile no. (028) 9052 8200

FOR HONOURS SECRETARIAT USE ONLY:

Date form received: _____

Reference number: _____

Date acknowledged: _____