



## Nomination for a UK National Honour

Thank you for making the effort to nominate someone for an honour. We know that forms can be daunting. These guidance notes are intended to make it a bit simpler, but if you're not sure about any part of the process, please don't be discouraged: just give us a ring on 020 7276 2777 and we'll do our best to help.

### GUIDANCE NOTES

#### 1 WHO MAY MAKE A NOMINATION

Anyone may nominate anyone else by completing this form and forwarding it to the Honours and Appointments Secretariat at the address given below. It is not possible to nominate yourself.

#### 2 COMPLETING THE NOMINATION FORM

Please complete the nomination form completely and accurately, following the instructions in each section. It is important that you provide as much information as possible about your nominee. Don't just list jobs or posts held: try instead to explain what their actual contribution or impact has been.

You can use additional sheets of paper, but please make sure that you make clear which section you are completing. Please do not send in examples of the nominee's work (e.g. videos, photographs, books) as nomination information is scanned into an electronic system and such evidence cannot be kept.

You may find it useful to refer to our guidance *How to Write a Nomination*, which can be found on our website at [www.gov.uk/honours](http://www.gov.uk/honours).

#### 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, unfortunately not everyone can receive recognition in this way. It is important to realise that an honour will not automatically follow a submission. You do not need to suggest the type and level of award – these will be determined when the nomination is assessed. Most awards are made in the Order of the British Empire at Member (MBE) level or for a British Empire Medal (BEM).

#### 4 TIMING OF NOMINATIONS

Honours lists are published at New Year and on the occasion of The Sovereign's Birthday. There are no deadlines for the receipt of nomination forms, but their consideration is likely to take at least 12 to 18 months. This is because of the background work needed to assess a nomination. So you should not try to nominate a person for a specific honours list. Nominators will need to check published lists (in the *London Gazette*, national newspapers or at [www.gov.uk](http://www.gov.uk)) to see if their nominee is successful.

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, because of the time needed to assess their contribution.

## **5 UNSUCCESSFUL NOMINATIONS AND RE-NOMINATIONS**

If, after two years, your nominee has not been successful you can assume the nomination has lapsed. You may re-nominate them, 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 told that they have been nominated, as it is not fair to raise their expectations.

## **7 SUPPORT LETTERS**

Letters of support should be provided from people with first-hand knowledge of the nominee who can endorse their contribution or supply additional information. At least two letters of support are required to support a nomination.

## **8 ACKNOWLEDGEMENT AND PROGRESS OF NOMINATIONS**

We will acknowledge receipt of your nomination. We regret that we cannot enter into correspondence on the merits of a particular nomination.

## **9 CHANGES TO INFORMATION SUBMITTED**

You may send additional information to support the nomination at any time. We will ensure that it is considered with the existing papers. The Honours and Appointments 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 can ring or email the Honours and Appointments Secretariat at any time for an update on your nomination.

You must notify the Honours and Appointments Secretariat immediately if your nominee dies, as it is not possible to award an honour posthumously.

## **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**

Honours can only be given to individuals. If you wish to nominate a group, the QAVS recognises outstanding achievement by groups in the community. Further information and a nomination form can be obtained at [www.gov.uk/queens-award-for-voluntary-service](http://www.gov.uk/queens-award-for-voluntary-service) or by calling 020 7271 6206.

## **12 EQUALITY MONITORING**

Please help us to assess the effectiveness of the honours system by filling in the monitoring form. One part is about you and the other is about the nominee. This information will help us to improve the coverage of the honours system by ensuring that all areas of society are aware of the nomination process and are nominated for honours. Monitoring helps us to identify gaps. This information will be used only in aggregate for monitoring purposes and is not part of the assessment of the nominee. There are no quotas in the honours system for particular groups.

## **13 ENQUIRIES**

Further enquiries relating to the UK honours system may be answered on our website which can be found at: [www.gov.uk/honours](http://www.gov.uk/honours) or by writing to:

**Honours and Appointments Secretariat**  
**Cabinet Office**  
**Ground Floor**  
**1 Horseguards Road**  
**London SW1A 2HQ**

**Telephone number:** (020) 7276 2777  
**Facsimile number:** (020) 7276 2766  
**Email:** [honours@cabinet-office.x.gsi.gov.uk](mailto:honours@cabinet-office.x.gsi.gov.uk)



**NOMINATION FOR A UK HONOUR**

**Please read the accompanying guidance notes before completing this form.**

<b>NOMINEE</b>
<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>

**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>Please include as full an address as possible.</i>
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 if land line number.)</i>
Nationality:	<input type="checkbox"/> British <input type="checkbox"/> Other (please specify)	<i>Please tick.</i> <i>We need to know the nationality of your nominee in</i>

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*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, which may be used in association with the announcement of any honour granted.*

### **THE RECOMMENDATION**

Please tell us how your nominee has made a significant contribution in their area of activity.

We are looking for people with exemplary service, 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;
- 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 or service to the community in Aberporth).**

**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 tell us 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).	Dates of knowledge (if known)	Please tick the box if their letter of support is to follow.

**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.*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post code: \_\_\_\_\_

Telephone no: \_\_\_\_\_ *(Incl. area code if land line number.)*

Email address: \_\_\_\_\_

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

Honours cannot be bought: they are available to all. Nominations are assessed on an equal and transparent basis. The Cabinet Office does not endorse the use of fee-charging drafting services when completing this form. Please tell us if you have made use of such a service by ticking here.

By submitting this nomination you declare that the information you have provided is – to the best of your knowledge – accurate and complete. Providing false information may lead to your nominee being removed from consideration for an honour.

Signature  
Date

*Please send this form and any enclosures to:*

**Honours and Appointments Secretariat  
Cabinet Office  
Ground Floor  
1 Horseguards Road  
London SW1A 2HQ**

**Telephone no: 020 7276 2777  
Facsimile no: 020 7276 2766  
Email: [honours@cabinet-office.x.gsi.gov.uk](mailto:honours@cabinet-office.x.gsi.gov.uk)**



## EQUALITY MONITORING

The information provided in this section is used for monitoring purposes only, to allow us to compile information about who nominates and is nominated for honours. It is not used to assess nominations and has no bearing on the outcome of the nomination. You do not have to provide this information, but it helps the monitoring of the honours system if you do.

### Disability

Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to perform normal day-today activities.

Do you consider that you have a disability? (Please delete as appropriate.) Yes/No/Prefer not to say.

Do you consider that the nominee has a disability? (Please delete as appropriate.) Yes/No/Prefer not to say.

### Ethnic Origin

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

Asian

Bangladeshi

Indian

Pakistani

Any Other Asian Background  
(specify if you wish)

.....

Chinese

Any Chinese Background  
(specify if you wish)

.....

White

White background  
(specify if you wish)

.....

Black

African

Caribbean

Any Other Black Background (specify  
if you wish)

.....

Mixed Ethnic Background

Asian and White

Black African and White

Black Caribbean and White

Any Other Mixed Ethnic Background  
(specify if you wish)

.....

Any Other Ethnic Background

Any Other Ethnic Background (specify  
if you wish)

.....

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

Asian

- Bangladeshi
- Indian
- Pakistani
- Any Other Asian Background (specify if you wish)

.....

Chinese

- Any Chinese Background (specify if you wish)

.....

White

- White background (specify if you wish)

.....

Black

- African
- Caribbean
- Any Other Black Background (specify if you wish)

.....

Mixed Ethnic Background

- Asian and White
- Black African and White
- Black Caribbean and White
- Any Other Mixed Ethnic Background (specify if you wish)

.....

Any Other Ethnic Background

- Any Other Ethnic Background (specify if you wish)

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