

**CONFIDENTIAL**

**HONOURS NOMINATION FORM**  
**(only to be used for Isle of Man Residents)**

<b>NOMINEE'S DETAILS</b>	
I nominate the following person for an honour	
Surname:	
Forenames in full:	
Title:	
Date of Birth (if not known approx age):	
Nationality:	
Present position or appointment:	
Total length of service (in full years):	
Length of service in present appointment:	
Private Home Address:	
Telephone no:	
<b>DETAILS OF PERSON MAKING THE NOMINATION</b>	
Full Name:	
Address:	
Relationship to Nominee:	
Email:	
Date:	
Signature:	

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**THE RECOMMENDATION**

Please set out the main reasons why you think the nominee deserves an honour. The Honours Secretariat are looking for outstanding and innovative service to others, which may be paid or unpaid, but especially selfless service to a voluntary body or to the community, or which brings distinction and quality to our way of life. It is important that you give as much detail as possible about what your nominee has achieved to make them stand out from others, and make it clear if the achievement is in one area or in a number of different areas. **(Please refer to the guidance notes before completing this section). This should be no more than 420 words.**

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### 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 supporters.

*Tick box below if letter is to follow.*

1.

2.

3.

### ADDITIONAL INFORMATION

1. Who may make a nomination?

Any person may make a nomination by completing and submitting the form.

2. 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. It is normal for awards to be made to people who are still active in the area(s) to which the nomination relates. Honours are published at New Year and on Her Majesty The Queen's official birthday in June.

3. Unsuccessful nominations and re-nominations.

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

4. Confidentiality.

All nominations for honours are treated in the strictest confidence. The nominee should **not** be informed that they have been nominated.

5. Completing the nomination form.

Please complete the nomination form accurately. It is important to provide as much information as possible about your nominee and to explain their actual contribution rather than just listing jobs or posts held. You may use additional sheets of paper.

6. Acknowledgement and progress of nominations.

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