

CONFIDENTIAL

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

DETAILS OF PERSON MAKING THE NOMINATION		
My name and address		
Surname:		
Forenames:		
Address:		<i>This address will be used for correspondence</i>
Post code:		
Telephone no:		<i>(incl. area code)</i>
Fax or email no:		<i>(incl. area code)</i>
Relationship to nominee:		<i>Please state your relationship to the nominee</i>
Signature:		Date:
NOMINEE'S DETAILS		
I nominate the following person for an honour		
Surname:		<i>This must be correct.</i>
Forenames:		
Title:		
Address:		
Post Code:		
Date of Birth:		<i>Or approximate age.</i>
Telephone no:		<i>Incl. area code</i>
Nationality:	<input type="checkbox"/> British	<i>Please tick. The nationality is required so as to decide the appropriate type of award.</i>
	<input type="checkbox"/> Other (please specify)	

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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.

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.

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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.

Please send the completed form and enclosures to:

**MRS PAULINE PESCODD
PRIVATE SECRETARY
GOVERNMENT HOUSE
ONCHAN
ISLE OF MAN
IM3 1RR**

Telephone: 01624 620147 Fax: 01624 663707 Email: government.house@gov.im

GUIDANCE NOTES

1. Who may make a nomination?

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

2. 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 awarded is strictly limited and an honour will not automatically follow the submission of a nomination form.

3. 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.

4. 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.

5. Confidentiality.

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

6. 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.

7. Letters of support.

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 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.