

CONFIDENTIAL

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

I NOMINATE THE FOLLOWING PERSON FOR AN HONOUR	
NOMINEE'S DETAILS	
Their Surname	
Their Forenames (in full, if possible)	
Title	
Their Date of Birth (if not known approx age)	
Their Nationality	
Their current position or role	
Length of service in current role	
Total length of service (in years)	
Their Private Home Address (including postcode)	
Telephone Number	
Email Address (if available)	
YOUR DETAILS: PERSON MAKING THE NOMINATION	
Full Name	
Your Contact Address	
Your Relationship to Nominee	
Your Contact Telephone Number	
Your Email Address	
Date of Nomination	
Signature (not required if sent by email)	

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DETAIL OF THE NOMINATION

Please set out the main reasons why you think the nominee deserves recognition. Honours can only be awarded for outstanding service, which may be paid or unpaid. Selfless service to a voluntary body or the local community, or any innovative service which brings distinction and quality to our way of life or to the Isle of Man more widely are especially important considerations. 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 across a number of different activities. You should refer to the guidance notes before completing this section. Please note that there should be approximately 420 words or less.

BACKGROUND

Please provide full details of posts and roles held by your nominee, paid or voluntary, which support and are relevant to your nomination. Give start and end dates (if known), and if the person is still involved in this 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.	<i>Mark box below if letter is to follow.</i>

ADDITIONAL INFORMATION	
Who may make a nomination?	Any person may make a nomination by completing and submitting the form.
Timing of nominations	<u>There are no deadlines for the receipt of nomination forms</u> , 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, or have only recently stood down from, 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.
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.
Confidentiality	All nominations for honours are treated in the strictest confidence. The nominee should not be informed that they have been nominated.
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.
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.

If not sending by email, hard copy Nominations may be posted to the following address:

Private Secretary to The Lieutenant Governor
Government House
Onchan
Isle of Man
IM3 1RR

(For General Enquiries Tel: 01624 620147)