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| **1. ABOUT THE NOMINEE** |
| Last name(s) | Click here to enter text. | First name(s) | Click here to enter text. |
| Title(s) | Click here to enter text. | Known as (if different from above) | Click here to enter text. |
| Role/Job title(s) | Click here to enter text. | Country/Countries where service carried out | Click here to enter text. |
| Age (in years) | Click here to enter text. |  Nationality/Nationalities | Click here to enter text. |

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| **2. ABOUT THE NOMINATOR (ANYONE CAN NOMINATE ANYONE ELSE – YOU CANNOT NOMINATE YOURSELF)** |
| Last name | Click here to enter text. | First name(s) | Click here to enter text. |
| Title | Click here to enter text. | Role/Job title  | Click here to enter text. |
| Relationship to nominee? | Click here to enter text. | Date of submission of nomination form | Click here to enter text. |

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| **3. NOMINATION** |
| Nominated for services to… (short half line citation) | Click here to enter text. |
| Summary of nomination (Please summarise your grounds for nomination in 4 lines or less Arial font size 10) | Click here to enter text. |
| Detailed grounds for nomination (see guidance notes below, ideally no more than 1 page in Arial font size 10 split into normal paragraphs) | Click here to enter text. |
| Voluntary, charitable and philanthropic services (evidence of voluntary or charitable service will enhance a nomination) | Click here to enter text. |
| Time in current role (in years) | Click here to enter text. | Total length of service for which being nominated (in years) | Click here to enter text. |
| Is the nominee leaving their current role/post? | ☐ Yes ☐ No |
| If ‘yes’, please explain when and why e.g. retiring | Click here to enter text. |
| **For State Servant nominations only** |
| Grade | Click here to enter text. | How long in grade? (in years) | Click here to enter text. |
| Parent Department | Click here to enter text. |

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| **4. ABOUT THE NOMINATION** |
| Nominator’s suggested award level – see guidance below | ☐ BEM ☐ MBE | ☐ OBE ☐ C-level | ☐ D/K-level ☐ CH (Companion of Honour) | ☐ G-level |
| Have you attached letters of support? (We will use the two letters with the most useful supporting information) | ☐ Yes ☐ No | If yes, who are they from? | Click here to enter text. |
| Nominee’s previous honours nominations | ☐Yes☐No☐Don’t know | Round(s) and level(s) | Click here to enter text. |
| Previous honours awarded (including any foreign awards) | ☐ Yes☐ No☐Don’t know | Round(s) and level(s) | Click here to enter text. |

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| **5. PERSONAL DETAILS ABOUT NOMINEE** |
| Address | Click here to enter text. |
| Town or city | Click here to enter text. |
| County or equivalent | Click here to enter text. | Postcode or equivalent | Click here to enter text. |
| Country | Click here to enter text. | Date and place of birth | Click here to enter text. |
| Phone | Click here to enter text. | Email | Click here to enter text. |
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| **6. PERSONAL DETAILS ABOUT NOMINATOR** |
| Address | Click here to enter text. |
| Town or city | Click here to enter text. |
| County or equivalent | Click here to enter text. | Postcode or equivalent | Click here to enter text. |
| Country | Click here to enter text. |
| Phone | Click here to enter text. | Email | Click here to enter text. |

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| **7. DIVERSITY MONITORING** |
| **Which groups does the nominee most closely identify with?** |
| Gender | ☐ Female☐ Male☐ Other | Disability | ☐ Yes☐ No☐ Prefer not to say☐ Not known |
| Ethnicity | **Asian/Asian British**☐ Indian☐ Pakistani☐ Bangladeshi☐ Chinese☐ Any other Asian background**Black/African/Caribbean/Black British**☐ African☐ Caribbean☐ Any other Black/African/Caribbean background**Mixed/Multiple ethnic groups**☐ White and Black Caribbean☐ White and Black African☐ White and Asian☐ Any other mixed/multiple ethnic background | **White**☐ English/Welsh/Scottish/Northern Irish/British☐ Irish☐ Gypsy or Irish Traveller☐ Any other White background**Other ethnic group**☐ Arab☐ Any other ethnic group (please describe):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_☐ **Not known** |

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| **8. DECLARATIONS** |
| I confirm that by submitting this nomination, I declare that the information that I have provided is, to the best of my knowledge, accurate and complete. I am aware that providing false information may lead to the nominee being removed from consideration for an honour. | ☐ Yes ☐ No |
| Honours cannot be bought. Every nomination is considered on its merits and is assessed on an equal and transparent basis. The Foreign, Commonwealth and Development Office does not endorse the use of fee-charging drafting services when completing nomination forms. Please tell us if you have made use of such service? | ☐Yes ☐ No |

**SENDING IN YOUR COMPLETED FORM AND SUPPORTING DOCUMENTS**

After you have deleted the guidance notes below, please send the completed form, together with any supporting documents, by email direct to Royal, Ceremonial and Honours Unit in the Foreign, Commonwealth and Development Office to: Honours.Secretariat@fcdo.gov.uk. You will receive acknowledgement of receipt within two weeks.

**GUIDANCE ON COMPLETING THE FORM**

The Foreign, Commonwealth and Development Office (FCDO) honours nomination form should be used to nominate candidates for an honour on the Overseas and International Honours List which recognises exceptional service performed overseas, or service in the UK with a substantial international component.

You should never tell a nominee that you are considering nominating them for an honour.

The List is made up of substantive awards for United Kingdom citizens and citizens of a Commonwealth country of which HM The Queen is Head of State. Dual nationals are also eligible for substantive awards where one of the nationalities qualifies for a substantive award. There are two Lists a year, published as part of the “New Year” and “Birthday” Honours Lists at New Year and on The Queen’s official birthday in June respectively. Nominations may be submitted at any time, but the final deadline is usually mid-May for the next New Year’s Honours and mid-November for the next Birthday Honours Lists.

Honorary awards can be made to citizens of other countries where there is clear evidence of direct and intentional service to the United Kingdom. They do not appear on the Overseas and International Honours list, but are instead listed on the Gov.uk website as and when they have been formally approved by the Sovereign. They are, however, considered at the same time as nominations for the Overseas and International Honours List and are therefore subject to the deadlines set out above. If the Honorary award recipient lives outside the UK, you should use the FCDO nomination form. If they live in the UK you should use the Cabinet Office nomination form and submit this to the [Cabinet Office](https://www.gov.uk/honours/nominate-someone-in-the-uk).

Royal, Ceremonial and Honours Unit in the FCDO will acknowledge receipt of a completed form within two weeks of receipt. However, please note that we are unable to notify nominators of the outcome, or to give progress reports.

**Please complete all the boxes on the nomination form.** If you do not know the answer to a question, or cannot get the answer without great difficulty or alerting the nominee, please insert N/K. Please type your answers and submit your form and accompanying letters of support by e-mail to the address given on the form. If you have any trouble with the form or submitting it, please contact: Honours.Secretariat@fcdo.gov.uk

**Notes**

If your candidate is a State servant in a foreign government or currently working for an international organisation, they will not be eligible for a UK honour.

Please insert all the nominee’s current citizenships or nationalities. If the nominee holds more than one nationality or citizenship, please say which countries and, if possible, the date (or year) of acquiring each nationality.

Please insert the nominee’s date and place of birth, if possible. This helps for identification and record-keeping purposes.

Please describe the services for which recommended, for example “improving education for disadvantaged children in …”.

Nominator’s suggested award level: there are different levels and types of awards. A general guide on level is:

K-level = international or major national achievement/impact requiring commitment over a long period

C-level = international or prominent national achievement/impact

OBE = national or prominent regional achievement/impact

MBE = regional or local significant and long-term achievement/impact including service to the community

BEM = local achievement/impact service to the community, sometimes of shorter duration (eg 4 years)

If you are aware of any previous nominations for the candidate, or any other award, please indicate the year and the List here. Any further nomination must include evidence of further exceptional work/service/achievement since the previous nomination to stand any chance of success.

Please give the details of any British or foreign honours already held by the candidate with the year of award (if known). Check [Gov.uk](https://www.gov.uk/honours/honours-lists) , [Who's Who](http://www.ukwhoswho.com/), or [The London Gazette](https://www.thegazette.co.uk/) if necessary.

Please insert the nominee’s home address, telephone number and e-mail address. We need to contact successful candidates within a very tight timeframe, so this information can be crucial.

It is important to realise that an honour will not be automatically recommended following a nomination. Please give a full description with detailed examples setting out precisely what the candidate has done that is truly exceptional and, when nominating a non-UK national, how the contribution directly and intentionally benefits the UK or specific British or Overseas Territory interests. Include for how long they have been, or were, performing these services, whether paid or unpaid, and what specifically makes them worthy of recognition by means of a national honour. The examples must be recent (there must be evidence of recent sustained service and/or achievements) and relevant to the case for an honour. Please bring out the exceptional and excellent nature of the achievement and/or service the candidate has performed and how their work has benefitted the UK/Overseas Territory, reflected credit on the UK or contributed to furthering Britain’s interests overseas or to the FCDO’s international priorities ([www.gov.uk/fcdo](http://www.gov.uk/fcdo)).

It is important to describe the **impact and the difference** that the candidate’s contribution has made in a particular field, locality or community as well as detailing the challenges and difficulties faced and how overcome, including any difficult or dangerous environments. Please say why he/she is special, what makes the candidate stand out from others doing similar work and the regard in which held by peers.

For all nominees, we recommend giving details of previous career highlights to describe service and achievement over a sustained period. Please include information of any particular considerations concerning the timing of an award.

The honours committees like to see comments/support from a wide range of relevant sources such as experts in the field or professional bodies. Letters of support from relevant organisations or individuals can strengthen the nomination. The committees like to know why someone supports a nomination, so do ask them to include this but keep the letters to one or two pages maximum. Please send any letters of support (ideally two). If there are more than two letters of support Royal, Ceremonial and Honours Unit will select the two which seem to best support the nomination.

**Privacy Notice**

**Nomination for an Honour or Gallantry Award**

The Foreign, Commonwealth & Development Office (FCDO) takes seriously the security of your personal information and that of anyone you nominate. We will always ensure that it is stored securely and seen only by those people involved in processing the nomination.

Under the data protection legislation in effect from 25 May 2018, information relating to honours nominations is exempt from the requirement to issue a privacy notice[[1]](#footnote-1), or to respond to data subject requests. However, we want you to understand what the FCDO is doing with your information, and that of your nominee. The following information explains the basis for what we do.

**Your personal information**

Processing of your personal details is necessary to carry out the exercise of a function of the Crown - which in this case is processing the nomination of the named nominee. We will always ensure that your information is held confidentially and accessed only by those people involved in processing the nomination.

**Personal details of the nominee**

Processing of the nominee’s personal details is necessary to carry out the exercise of a function of the Crown - which in this case is the purpose of the conferring by the Crown of any honour or dignity. The Honours Secretariat in the FCDO collects the personal information necessary to process applications. This is with the purpose of making a determination of eligibility and suitability for an award.

We may collect or receive sensitive personal data about a nominee. Such data includes personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, data concerning health or data concerning a natural person's sex life or sexual orientation. We may also collect or receive data about criminal convictions. Where such data is processed by us, we do so because processing is necessary for reasons of substantial public interest for the exercise of a function of the Crown.

Nominations should always be made in confidence. There is no requirement for the nominator to obtain the consent of the nominee.

**What is involved in processing the nominee’s personal information?**

Processing consists of the disclosure of personal data to other Government departments or a person acting with the authority of such a representative; or those people in other public bodies who are involved in the nomination process. Disclosure of information is only made if necessary for the purpose of processing a nomination and/or responding to communications from other organisations.

Information relating to honours nominations may be retained for 30 years and a record will be maintained in perpetuity of those nominees who receive an honour for the purposes of maintaining the records of the honours system.

**Complaints**

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

0303 123 1113

casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

**If you have any concerns about how your personal data are being handled, you may also contact the Data Protection Officer at** Data.Protection@fcdo.gov.uk.

The data controller of your data is the Foreign, Commonwealth & Development Office, Honours Secretariat, Royal, Ceremonial & Honours Unit, Protocol Directorate, Room K3.10, King Charles Street, London SW1A 2AH or honours.secretariat@fcdo.gov.uk.

1. Under paragraph 13 of Part 2 of Schedule 2 to the Data Protection Act 2018. [↑](#footnote-ref-1)