



Foreign, Commonwealth  
& Development Office

# FCDO Honours Nomination Form

Please read the [guidance notes](#) at the bottom of this form before starting to complete it. The guidance notes are provided to give nominations the best chance of success. Please also read the [Privacy Notice](#) below the guidance notes.

## 1. ABOUT THE NOMINEE (PLEASE COMPLETE ALL DETAILS)

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.
*Please state all nationalities held by the nominee. If the nominee is not a British or dual British national, have they given direct and intentional service to the UK?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If the nominee is not a British or dual British national, please ensure that the nomination describes the intentional service to the UK, or consider whether it would be more appropriate for their own country to recognise them and apply through that country's awards process			

## 2. ABOUT THE NOMINATOR (NOMINEE SHOULD NEVER BE AWARE THAT THEY ARE BEING NOMINATED – ANYONE CAN NOMINATE ANYONE ELSE EXCEPT YOU CANNOT NOMINATE YOURSELF) (PLEASE COMPLETE ALL DETAILS)

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.

## 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 <a href="#">guidance notes below</a> , ideally no more than one	Click here to enter text. <a href="#">Guided questions</a> to help set out the case are available in the guidance at the bottom of this form.



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page of text in Arial font size 10, split up into normal paragraphs, if more than one page submitted here, the nomination may not be considered or may be returned to the nominator to rewrite.)			
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?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If 'yes', please explain when and why e.g. retiring		Click here to enter text.	
<b>For Civil Servant nominations only</b>			
Grade	Click here to enter text.	How long in grade? (in years)	Click here to enter text.
Parent Department	Click here to enter text.		
Have you attached a light touch CV for the nominee, or included evidence from the nominee's previous roles - this will assist in demonstrating <a href="#">longer term excellence</a>			<input type="checkbox"/> Yes <input type="checkbox"/> No

**4. ABOUT THE NOMINATION (PLEASE COMPLETE ALL DETAILS)**

Nominator's <a href="#">suggested award/level</a> – please only tick one box – see guidance below on levels	<u>Honours</u>		<u>Overseas Territories medals</u>
	<input type="checkbox"/> BEM <input type="checkbox"/> MBE <input type="checkbox"/> OBE <input type="checkbox"/> C-level <input type="checkbox"/> D/K-level <input type="checkbox"/> G-level	<input type="checkbox"/> CH (Companion of Honour)	<input type="checkbox"/> KPM (Police) <input type="checkbox"/> OTPM (Police)  <input type="checkbox"/> KFSM (Fire Service)



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Have you attached <a href="#">letters of support</a> ? (We will use the two letters with the most useful supporting information)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who are they from?	Click here to enter text.
Nominee's <a href="#">previous honours</a> nominations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	Round(s) and level(s)	Click here to enter text.
Previous <a href="#">honours awarded</a> (including any foreign awards)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	Round(s) and level(s)	Click here to enter text.

### 5. PERSONAL DETAILS ABOUT NOMINEE (PLEASE COMPLETE ALL DETAILS)

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.

### 6. PERSONAL DETAILS ABOUT NOMINATOR (PLEASE COMPLETE ALL DETAILS)

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.

### 7. DIVERSITY MONITORING (PLEASE COMPLETE ALL DETAILS)

#### Which groups does the nominee most closely identify with?

Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other	Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Not known
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Ethnicity	<p><b>Asian/Asian British</b></p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other Asian background</p> <p><b>Black/African/Caribbean/Black British</b></p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> Any other Black/African/Caribbean background</p> <p><b>Mixed/Multiple ethnic groups</b></p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other mixed/multiple ethnic background</p>	<p><b>White</b></p> <p><input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Gypsy or Irish Traveller</p> <p><input type="checkbox"/> Any other White background</p> <p><b>Other ethnic group</b></p> <p><input type="checkbox"/> Arab</p> <p><input type="checkbox"/> Any other ethnic group (please describe):</p> <p>_____</p> <p><input type="checkbox"/> <b>Not known</b></p>
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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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 Honours Secretariat in the Foreign, Commonwealth and Development Office to: [Honours.Secretariat@fcdof.gov.uk](mailto:Honours.Secretariat@fcdof.gov.uk). You will receive acknowledgement of receipt within two weeks.



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### 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. They should never be aware that they are being nominated or considered.

The Overseas & International List is made up of substantive awards for United Kingdom citizens and citizens of a Commonwealth country of which HM The King 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 King’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](#).

Honours Secretariat 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](mailto:Honours.Secretariat@fcdo.gov.uk)

#### Who deserves an honour?

Honours recognise and celebrate outstanding achievements. There are always fewer honours than people who deserve them and because they are rare, they should be reserved for people:

- who have changed things especially by solid, practical achievement;
- whose work has brought distinction to British life or enhanced the UK’s reputation in their area or activity.

If you think your nominee demonstrates one or both of these accomplishments and that their contribution stands out from other people’s, please consider nominating them for an honour.

#### Notes

If your candidate is a Minister or Civil/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 ...”.



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### Levels of award

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

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

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

OBE = national or prominent regional achievement/impact

C-level = international or prominent national achievement/impact

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

G-level = further major international or national achievement, often for those already recognised at D/K-level

CH = significant contribution to the arts, science, medicine or the government over a long period of time that will be remembered for many years to come

KPM = King's Police Medal, for Police Officers in the United Kingdom and the Overseas Territories, for gallantry or distinguished service

OTPM = Overseas Territories Police Medal, for Police Officers in the Overseas Territories for distinguished service

KRSM = King's Fire Service Medal, for Fire Service Officers in the United Kingdom and the Overseas Territories for gallantry or distinguished service

### Previous honours or nominations

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](http://Gov.uk) , [Who's Who](http://Who's Who), or [The London Gazette](http://The London Gazette) 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.

### How do I write a nomination?

The most important thing is to provide evidence of what the individual has done and how they have made things better for others.

Your nomination form does not need to be a work of art. There is no right way or wrong way to write a nomination and it does not need to be particularly formal. Every nomination is different. But your nomination must tell the story of what your nominee has done.

Give examples of how they have demonstrated outstanding service. Show how your candidate has:

- contributed in a distinctive way to improving the lot of those less able to help themselves
- devoted themselves to sustained and selfless voluntary service
- shown innovation or creativity in delivering lasting results

A good nomination should also describe, as vividly and precisely as possible, the difference their contribution has made. Try to answer the following questions:

- how were things before they began?
- how are they now?
- what makes your candidate different from others doing the same thing?

Give details to support these claims. Show how your candidate has:

- earned the respect of their peers and become a role model in their field



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- produced, perhaps against the odds, sustained achievement which has required moral courage, vision, the ability to make tough choices or determined application and hard work

### Guided questions

- What has been their personal impact? What have they achieved?
- What examples of personal impact and achievement?
- How is this exceptional at this level? Is the service in a paid role or voluntary?
- Have they had to overcome obstacles or particular challenges that might make their achievement more significant? What were they?
- Have they willingly put their personal safety at risk in order to protect, defend or support others less able to do so themselves?
- Have their achievements or contribution led to them being recognised as a good role model? How?
- Have they completed what they have been doing? When did they complete it/finish this service? Are they still active in this area?
- What support for, and evidence of, their achievements or contribution is there?
- Is the proposed level of award commensurate with the impact and achievements? Local, regional or national impact?
- Have they received any other awards for this service?
- Who else has contributed to this achievement?
- How would their colleagues and peers view an award?
- Has anyone/who else has been recognised for this or a similar service, recently or in the past, and how?
- Is there any reason why an award would bring the honours system into disrepute?

As long as they are accurate, do not be afraid of using superlatives in citations. Honours exist specifically to recognise superlative achievement. But remember that superlatives without an explanation are just hot air. Take care always to support any assertions with hard evidence. Do not just say that an achievement has had a widespread effect: describe what that effect has been and show why it has been important.

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. 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)). When nominating a non-UK national, you must clearly explain how the contribution directly and intentionally benefits the UK or a British Overseas Territory.

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.

### Sustained excellence and achievement

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.

### Letters of support

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 with first-hand experience of the nominee 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



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(ideally two). If there are more than two letters of support Honours Secretariat will select the two which seem to best support the nomination.

### **What shouldn't I do?**

As we have noted above, there is no wrong way to write a nomination. But remember that honours committees judge candidates' merits on the information provided to them. A good nomination is the foundation for that. Only the strongest nominations will result in an honour.

To write a good nomination, there must be enough information in the nomination form to make a good case. So your nomination shouldn't be:

- an extended CV
- a list of educational achievements
- a list of appointments, awards or posts
- a job description showing what the person is meant to do

Because poor nominations often list these things, a frequent complaint from committees is that the person recommended is "just doing their job" or "there is nothing that stands out".

Instead, your citation should describe what is special about your candidate's achievements and show memorably and persuasively how and where they have made a difference.

### **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<sup>1</sup>, 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**

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<sup>1</sup> Under paragraph 13 of Part 2 of Schedule 2 to the Data Protection Act 2018.





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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.



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**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](mailto:Data.Protection@fcdo.gov.uk).**

The data controller of your data is the Foreign, Commonwealth & Development Office, Honours Secretariat, Protocol Directorate, Room K2.145, King Charles Street, London SW1A 2AH or [honours.secretariat@fcdo.gov.uk](mailto:honours.secretariat@fcdo.gov.uk).