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| **1. ABOUT THE NOMINEE** |
| **Personal details** |
| Last name | Click to enter text | First name(s) | Click to enter text |
| Title | Click to enter text | Post-nominal letters | Click to enter text |
| Known as (if different from above) | Click to enter text |
| Date of birth | [DD/MM/YYYY] | [ ]  Age not known |
| Nationality(s) | Click to enter text | Foreign national | [ ]  Yes [ ]  No |
| **Home address and contact details** |
| Address | Click to enter text |
| Town or city | Click to enter text |
| County | Click to enter text | Postcode | Click to enter text |
| Country | Click to enter text |
| Phone | Click to enter text | Email | Click to enter text |
| **Diversity monitoring** |
| 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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| **2. CITATION** |
| Short citation | [Role], [Organisation], [for services to…]  |
| Long citation | Click to enter text (max 3,000 characters) |
| Voluntary and charitable servicesClick to enter text |
| Time in current role | YY | Total time in voluntary and charitable service | YY |
| Is the nominee leaving their current post? | [ ]  Yes [ ]  No |
| If ‘yes’, please explain why e.g. retiring | Click to enter text |
| **For State Committee nominations only** |
| Grade | Click to enter text | Length of service (in grade) | Click to enter text |

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| **3. ABOUT THE NOMINATION** |
| Honours round | [ ]  New Year [ ]  Birthday | Year  | YY | Priority rating | Click to enter text |
| Sponsoring department | [ ]  Attorney General’s Office[ ]  BEIS [ ]  Cabinet Office[ ]  Conservative Party[ ]  Crown Prosecution Service [ ]  DCMS [ ]  Department for Education[ ]  DEFRA[ ]  Department for Exiting the EU[ ]  Department for International Development[ ]  Department for International Trade[ ]  Department for Transport[ ]  Department for Work and Pensions[ ]  Department for Health and Social Care[ ]  Forestry Commission[ ]  Foreign and Commonwealth Office[ ]  Food Standards Agency[ ]  Government Legal Department[ ]  Government Office for Science[ ]  HM Revenue & Customs[ ]  HM Treasury | [ ]  Home Office [ ]  Honours and Appointments[ ]  House of Commons [ ]  House of Lords[ ]  Labour Party[ ]  Liberal Democrats Party[ ]  Lord Mayor[ ]  MHCLG [ ]  Ministry of Defence[ ]  Ministry of Justice[ ]  National Audit Office[ ]  National Crime Agency[ ]  Northern Ireland Executive[ ]  Northern Ireland Office[ ]  Number 10 [ ]  Office for National Statistics[ ]  Scottish Office[ ]  Supreme Court[ ]  The Scottish Government[ ]  Welsh Office[ ]  Welsh Government[ ]  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­ |

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| Committee | [ ]  Arts and Media[ ]  Economy[ ]  Education[ ]  Community and Voluntary Service [ ]  Health[ ]  Public Service[ ]  Parliamentary and Political Service[ ]  Science and Technology [ ]  Sport[ ]  State[ ]  Unknown | Committee sub-category (for Arts and Media only) | [ ]  Architecture[ ]  Art[ ]  Dance[ ]  Drama[ ]  Literature[ ]  Media[ ]  Music |
| Award level | [ ]  BEM [ ]  MBE[ ]  OBE[ ]  OBEX[ ]  CBE | [ ]  CMG [ ]  CB[ ]  Kt[ ]  DBE[ ]  KBE | [ ]  DCMG [ ]  KCMG[ ]  DCB[ ]  KCB[ ]  GBE | [ ]  GCMG[ ]  GCB[ ]  CH |
| Public nomination | [ ]  Yes [ ]  No | Voluntary service | [ ]  Yes [ ]  No |
| Support from other departments | Click to enter text |
| Recommendation from Lord-Lieutenant  | [ ]  Outstanding [ ]  Highly deserving [ ]  Deserving[ ]  Not recommended – insufficient information[ ]  Not recommended – caution needed [ ]  Not recommended – local recognition more appropriate[ ]  Views not sought |
| Previous honours nominations | [ ]  Yes [ ]  No | Round(s) and level(s) | Click to enter text |
| Previous honours awarded | [ ]  Yes [ ]  No | Round(s) and level(s) | Click to enter text |