



**Honours and Appointments Secretariat
Citation Form
V3.4 (August 2022)**

| 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] | <input type="checkbox"/> Age not known | |
| Nationality(s) | Click to enter nationality. If the nominee had dual nationality, please enter both nationalities. | | |
| Dual national | <input type="checkbox"/> Yes <input type="checkbox"/> No | Foreign national | <input type="checkbox"/> Yes <input type="checkbox"/> 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 | <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 |
| Ethnicity | <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Asian/Asian British</p> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background </div> <div style="width: 48%;"> <p>White</p> <input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>Black/African/Caribbean/Black British</p> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black/African/Caribbean background </div> <div style="width: 48%;"> <p>Other ethnic group</p> <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group (please describe): <hr style="width: 100%; border: 0; border-top: 1px solid black; margin: 5px 0;"/> <input type="checkbox"/> Not known </div> </div> <div style="margin-top: 10px;"> <p>Mixed/Multiple ethnic groups</p> <input type="checkbox"/> White and Black Caribbean </div> | | |



| |
|---|
| <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed/multiple ethnic background |
|---|

2. CITATION

| | | | | | |
|--|---|--|---------------------|-------------------------|---------------------|
| Short citation | [Role], [Organisation], [for services to...] | | | | |
| Long citation | Click to enter text (max 2,700 characters) (maximum of 2,700 characters) | | | | |
| | Voluntary and charitable services Click to enter text | | | | |
| Time in current role | YY | Total time in voluntary and charitable service | YY | | |
| Is the nominee leaving their current post? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| If 'yes', please explain why e.g. retiring | | Click to enter text | | | |
| Grade (for State Committee) | Click to enter text | Length of service in grade (for State Committee) | Click to enter text | Total length of service | Click to enter text |

3. ABOUT THE NOMINATION

| | | | | | | |
|-----------------------|---|------|----|---|---------------------|--|
| Honours round | <input type="checkbox"/> New Year <input type="checkbox"/> Birthday | Year | YY | Priority rating | Click to enter text | |
| Sponsoring department | <input type="checkbox"/> AGO <input type="checkbox"/> Archbishop of Canterbury <input type="checkbox"/> Attached Ministry of Defence <input type="checkbox"/> BEIS <input type="checkbox"/> Cabinet Office <input type="checkbox"/> Conservative Party <input type="checkbox"/> Crown Prosecution Service <input type="checkbox"/> DEFRA <input type="checkbox"/> Department for Digital, Culture, Media and Sport <input type="checkbox"/> Department of Health and Social Care <input type="checkbox"/> DFE <input type="checkbox"/> DFT <input type="checkbox"/> DIT <input type="checkbox"/> DLUHC <input type="checkbox"/> DWP <input type="checkbox"/> FCDO <input type="checkbox"/> Forestry Commission <input type="checkbox"/> GEO <input type="checkbox"/> GLD <input type="checkbox"/> Government Office for Science (BIS) <input type="checkbox"/> HMRC <input type="checkbox"/> HM Treasury | | | <input type="checkbox"/> Home Office <input type="checkbox"/> House of Commons <input type="checkbox"/> House of Lords <input type="checkbox"/> Labour Party <input type="checkbox"/> Liberal Democrats Party <input type="checkbox"/> Lord Mayor <input checked="" type="checkbox"/> MOD <input type="checkbox"/> MOJ <input type="checkbox"/> NAO <input type="checkbox"/> NCA <input type="checkbox"/> NICS <input type="checkbox"/> NIO <input type="checkbox"/> No10 <input type="checkbox"/> Northern Ireland Executive <input type="checkbox"/> ONS <input type="checkbox"/> SO <input type="checkbox"/> Supreme Court <input type="checkbox"/> The Scottish Government <input type="checkbox"/> Wales Office <input type="checkbox"/> Welsh Government <input type="checkbox"/> Other: <hr/> | | |



| | | | | |
|-------------------------------------|--|--|--|--|
| Award level | <input type="checkbox"/> BEM <input type="checkbox"/> MBE <input type="checkbox"/> OBE <input type="checkbox"/> OBEX <input type="checkbox"/> CBE | <input type="checkbox"/> CMG <input type="checkbox"/> CB <input type="checkbox"/> Kt <input type="checkbox"/> DBE <input type="checkbox"/> KBE | <input type="checkbox"/> DCMG <input type="checkbox"/> KCMG <input type="checkbox"/> DCB <input type="checkbox"/> KCB <input type="checkbox"/> GBE | <input type="checkbox"/> GCMG <input type="checkbox"/> GCB <input type="checkbox"/> CH |
| Committee | <input type="checkbox"/> Arts and Media <input type="checkbox"/> Economy <input type="checkbox"/> Education <input type="checkbox"/> Community and Voluntary Service <input type="checkbox"/> Health and Social Care <input type="checkbox"/> Public Service <input type="checkbox"/> Parliamentary and Political Service <input type="checkbox"/> Science, Technology and Research <input type="checkbox"/> Sport <input type="checkbox"/> State <input type="checkbox"/> Unknown | Committee sub-category (for Arts and Media only) | <input type="checkbox"/> Architecture <input type="checkbox"/> Art <input type="checkbox"/> Dance <input type="checkbox"/> Drama <input type="checkbox"/> Literature <input type="checkbox"/> Media <input type="checkbox"/> Music | |
| Public nomination | <input type="checkbox"/> Yes <input type="checkbox"/> No | Voluntary service | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Support from other departments | Click to enter text | | | |
| Recommendation from Lord-Lieutenant | <input type="checkbox"/> Outstanding <input type="checkbox"/> Highly deserving <input type="checkbox"/> Deserving <input type="checkbox"/> Not recommended – insufficient information <input type="checkbox"/> Not recommended – caution needed <input type="checkbox"/> Not recommended – local recognition more appropriate <input type="checkbox"/> Views not sought <input type="checkbox"/> Consulted – not known to the LL <input type="checkbox"/> Consulted – no response received | | | |
| Previous honours nominations | <input type="checkbox"/> Yes <input type="checkbox"/> No | Round(s) and level(s) | Click to enter text | |
| Previous honours awarded | <input type="checkbox"/> Yes <input type="checkbox"/> No | Round(s) and level(s) | Click to enter text | |
| Strategic priorities | <input type="checkbox"/> PM Priority <input type="checkbox"/> SoS Priority (or equivalent) | | | |