

Given the important significance of awarding national awards due care and tight processes must be observed to prevent awarding of awards without serious thought. The following notes are provided to clearly guide how forms should be completed and guidelines to follow.

Explanations for completing the form and other official requirements:

1. Personal information must not be written by person nominated. Nominating organization must collect details from nominee and write it down.
2. You may attach additional sheets providing further information on the nominee.
3. All nomination forms must have official stamp of nominating organization or if this is not available signature of office bearers and stamp of Council or Church to verify this organization is part of the local government or church set up.
4. In considering the awards that are to be recommended refer to the criteria for each medal attached.
5. There must be evidence from the nominating organization that nominations have gone through scrutiny of committee established by an organization to consider nominations for national awards.
5. Refer criteria for different awards attached.

NOMINATION FORM

A. Nominee

1.	Nominating Organisation	
2.	Name on nominee (first name and surname)	
3.	Date of Birth	
4.	Nationality	
5.	Award/Medal to be conferred:	

B. Educational Background of Nominee

Please list down years spent at different education levels.

<i>Education Level</i>	<i>School & Years in school</i>	<i>Qualification</i>

C. Personal Background of Nominee

1. Professional/Community History

2. Leadership Responsibilities if any

D. Justifications for Nomination

Why select this person? Give his/her outstanding qualities or details of event that justifies award of medal.

E. Accounts of witnesses in case of Nominations for the Kiribati Cross (at least 3 witnesses are required and justification on why it is not possible to get 3 witnesses from Nominating Organisation.

(Please attach written statements of witnesses.)