



# Nomination for a Meritorious Service Honour The Sovereign Order of the Knights of Justice London, United Kingdom

## Nominee

Please clearly print or type the following details, *if known*, about the person you are nominating.

I nominate the following person for a SOKJ Meritorious Service Honour:

Surname: \_\_\_\_\_

It is most important that this is accurate, the spelling is correct, and full legal name (if known) is used.

First name/Middle names: \_\_\_\_\_

Current Style or Title: \_\_\_\_\_

eg. Professor, Colonel, The Reverend, Dr, Mrs, Mr, Miss, Ms.

Current Residential Address (and postal address if different from residential address):

### Residential

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Postal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers: (\_\_\_\_\_) \_\_\_\_\_ day

(\_\_\_\_\_) \_\_\_\_\_ night

E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ or Age, if Date of Birth is unknown.

The information contained in this nomination is strictly confidential and will not be communicated to any person other than those involved in the administration of the SOKJ Honours Committee.

## Additional Information

Please complete details in the following sections if known.

Citizenship of Country: \_\_\_\_\_

Current Honours (Civil and Military) held, with dates if known:

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Academic, Professional, Trade, or other Qualifications held:

eg. BA (1960), PhD (1970),  
FRCS (1980), ACA (1980),  
Registered Nurse, Trade  
certificate.

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Occupation:

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## References / Letters of Support

Letters of support may be helpful if the nominee is not well known, and should be attached to this form. Please list the names of persons or organizations supporting this nomination.

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## **Precise Reasons for Recognition / Citation**

A citation of not more than 120 word summary of nominee's qualifications is required.

Please type or print clearly.

Please provide a factual statement of those services or activities for which it is considered the nominee merits recognition. The statement should include details of any relevant positions held and dates of service. If the services are voluntary this fact should be noted. Continue overleaf if necessary. The following should *not* be submitted: Original documents, testimonials and references which do not specifically relate to the nomination or are more than three years old, news clippings, articles and photographs. If the nomination is successful, background information from this section may be used in association with the announcement of the Meritorious Honour granted.

## Details of Person Making Nomination

Please complete the following details so that you may be contacted if necessary.

Please type or print clearly.

My name and address are:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone numbers: (\_\_\_\_\_) \_\_\_\_\_ day

(\_\_\_\_\_) \_\_\_\_\_ night

(\_\_\_\_\_) \_\_\_\_\_ mobile

E-mail: \_\_\_\_\_

Relationship to Nominee: \_\_\_\_\_

eg. family member, colleague,  
associate, employer

Name of Organization: \_\_\_\_\_

eg. If nomination is being made  
on behalf of an organisation

Your Office: \_\_\_\_\_

eg. President, Secretary

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Please send this form and any enclosures to:

The Sovereign Order of the Knights of Justice  
Office of Grand Chancellery  
2 Priory Court, Pilgrim Street, Ludgate Hill  
London EC4V 6DE, Great Britain  
Fax: +44 (208) 181-6699  
E-Mail: Administration@sokj.com

### For secretariat use:

Nomination received:

Acknowledged:

Recorded:

# **Guide to Nominations for Meritorious Service Honours**

## **1 WHO MAY MAKE A NOMINATION?**

Nominations may be made by any person or persons, by completing a nomination form and forwarding it to the Grand Chancellery.

## **2 WHO CAN BE NOMINATED?**

Any people who have made outstanding work in the fields of Law, Justice and Peace, and Humanitarian across the world can be nominated. Nominee has not been member of the Order and can be citizen from any country across the world.

## **3 DEADLINES FOR NOMINATIONS**

Deadline for submission of nominations is 1st February in any calendar year.

Honours are issued on the occasion of Saint George Day (23rd April). Special lists of recipients are published periodically and the Order's website.

## **4 CHANGES TO INFORMATION SUBMITTED**

Wherever possible the Honours Secretariat should be advised if there has been any important change in the information supplied in the nomination for Meritorious Service Honours. (i.e. change of nominee's address, or death of the nominee).

## **5 EMPLOYMENT RELATED SERVICES**

Nominations of persons whose services are related to their employment (e.g. members of the Public Service, Police, Fire Service, educational, medical and health organisations, or other organisations) should in the first instance be directed to the Chief Executive or Chairperson of the employing organisation for consideration and forwarding to the Grand Chancellery.

## **6 CONSENT OF THE NOMINEE**

It is not necessary to have the consent of the person being nominated. If the nomination is successful the nominee will be formally asked by the Grand Chancellery whether the proposed honour is acceptable or not.

## **7 ALLOCATION AND TYPE OF HONOUR**

The number of honours available for award is strictly limited to 12 persons and therefore not all the people nominated can be given recognition. It is important for interested parties to realise that an honour will not automatically follow the submission of a name for consideration.

## **8 MERITORIOUS SERVICES HONOURS**

The main Meritorious Service Honours are:

**i Meritorious Service Medal in Bronze (MBJ)**

**ii Meritorious Service Medal in Silver (MSJ)**

**iii Meritorious Service Medal in Gold (MGJ)**

## **9 CRITERIA FOR RECOGNITION**

This Award is to recognize specific meritorious service in the fields of Law, Justice and Peace, and Humanitarian across the world. The aim of the award is to distinguish people who have excelled at a particular position by doing an exceptional function, initiating a new and innovative idea, or making an effort above and beyond that which could be termed "exemplary".

## **10 CITATION**

A citation of not more than 120 words is required. One or more one-page letters may be submitted in support of a nomination. A Curriculum Vitae for the nominee is not necessary.

## **11 UNSUCCESSFUL NOMINATIONS AND RE-NOMINATIONS**

Once a nomination has been considered but not included in a list, it does not automatically go forward for consideration in a subsequent list unless a re-nomination or a new nomination from another source is received. It can be assumed therefore that a nomination has lapsed if recognition is not given in an Honours List within 12 months.

Re-nominations should be in the form of a short letter asking that a particular person be reconsidered. It is not necessary to complete a new nomination form. Any change to the original information and new information should be included in the re-nomination letter.

## **12 DEATH OF A NOMINEE**

Consideration cannot be given to persons now deceased except in cases involving specific acts of gallantry and bravery.

## **13 CONFIDENTIALITY OF NOMINATIONS**

All nominations for honours and awards are treated in the strictest of confidence. Details of the person making the nomination are not disclosed.

## **14 ACKNOWLEDGEMENT OF NOMINATIONS**

All nominations will be acknowledged. It is not possible to enter into correspondence on the merits of any particular nomination.

## **15 ENQUIRIES**

Enquiries relating to the Sovereign Order of the Knights of Justice and nominations should be directed to the Office of Grand Chancellery, London, United Kingdom.

Telephone: +44 (208) 181-6699

E-mail: [Administration@sokj.com](mailto:Administration@sokj.com)

Further information may also be found on under SOKJ - Meritorious Service Honours.