



**REPUBLIC OF KENYA**

**NOMINATION FOR NATIONAL HONOURS FORM**

(Please read the notes hereunder carefully before completing the form)

**PART A: NOTES**

1. *This form is issued free of charge.*
2. *All contents on this form must be filled in BLOCK LETTERS.*
3. *The citation (grounds for recommendation) must be precise and clear.*
4. *All sections of this form must be completed.*
5. *Where the nominating person or body is not the final authority, the person or body may submit the nomination to the confirming officer. This may be the case, for example, in the Ministry where the Principal Secretary is not the nominating officer.*
6. *Recommendations may be submitted any time during the course of the year.*
7. *The information contained in this nomination form is strictly confidential and will not be communicated to any unauthorized person.*
8. *If the space is insufficient, provide additional information on a separate page and attach it to this nomination form*
9. *Please note that this is just a nomination which is not a guarantee for conferment of the national honours.*
10. *Upon completion of this nomination form, please send it and any enclosures thereto to:*

***The National Honours and Awards Committee  
Office of the Deputy President  
Harambee House Annex  
P.O Box 74434-00200  
Nairobi  
Telephone: +254-20-3247000***

**PART B: INFORMATION ON THE NOMINEE**

1. Title (e.g. Mr. Mrs, Miss, Ms, Dr, Prof. Hon.etc).....
2. Surname .....
3. Other Names .....
4. Position/ Title/ Rank (If any).....
5. ID/Passport Number .....
6. Date of Birth .....
7. Nationality ..... County of Birth (if Kenyan) .....

8. Postal Address .....

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Or Organization /Business Address.....

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Email Address (If Any) .....

Telephone Numbers ..... Mobile No. ....

Home County ..... Sub-County .....

Ward ..... Location.....

Sub Location ..... Village.....

9. Highest Academic Qualification .....

10. Occupation .....

11. Record of Public Service or role in national development

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12. Previous Awards of Honour

	Award	Date	Person/Body who Recommended

13. If Previously recommended but not awarded:

	Award	Date	Person/Body who Recommended

**PART C: CITATION TO BE FILLED BY THE NOMINATING PERSON/BODY**

1. Citation (grounds for recommendation)

- a) Please state what the nominee has achieved which makes them stand out from others and make it clear if the achievement is in one area or in a number of different areas;

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b) Please list the posts or engagements, with start and end dates, in which the nominee has excelled:

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c) Please list any other ways in which the nominee's contribution has been recognized elsewhere (for example in the media, by other awards, professional/interest groups)

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2. Recommended honour: .....

**PART D: DETAILS OF PERSON/BODY MAKING THE NOMINATION**

- 1. Title (e.g. Mr. Mrs, Miss, Ms, Dr, Prof etc).....
- 2. Surname .....
- 3. Other Names .....
- 4. Designation/Rank (where applicable).....
- 5. Address .....
- .....
- Post code.....
- Email Address .....
- Telephone Number ..... Mobile No. ....

I confirm that the information given above is true to the best of my knowledge and understanding

Signature ..... Date .....

**PART E: FOR OFFICIAL USE ONLY**

Recommendation .....  
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Award .....

Signature .....  
(Chairman)

Date .....