**Nomination for Her Majesty’s Lord-Lieutenants’ and Lieutenant Governor’s Certificate of Meritorious Volunteer Service – for Regular and Reservist personnel, Cadet Force Adult Volunteers and Civilians**

SURNAME: Click or tap here to enter text. RANK: Click or tap here to enter text.

FORENAME: Click or tap here to enter text. KNOWN AS: Click or tap here to enter text.

ADDRESS: Click or tap here to enter text.

TELEPHONE: Click or tap here to enter text. MOBILE: Click or tap here to enter text.

EMAIL: Click or tap here to enter text. DATE OF BIRTH: Click or tap here to enter text.

SERVICE: Click or tap here to enter text. UNIT: Click or tap here to enter text.

COMMANDING OFFICER: Click or tap here to enter text.

DATE JOINED SERVICE: Click or tap here to enter text.

DATE JOINED UNIT: Click or tap here to enter text.

COUNTY FOR PRESENTATION OF AWARD: Click or tap here to enter text.

**Commanding Officer’s Citation**

1. Résumé of Career (up to 150 words)  
   *This section should comprise a concise, narrative account of the individual’s career to date, including length of service and notable advancements.*

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| Click or tap here to enter text. |

1. Details of Activities, Service to Others (up to 150 words)  
   *This section should comprise a description of those actions* ***above and beyond*** *the normal course of duties which particularly make this individual eligible for this award.*

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| Click or tap here to enter text. |

1. Character and Personality (up to 100 words)  
   *This section should comprise a description of those aspects of the individual’s professional conduct, character and attitude that particularly make them eligible for this award.*

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| Click or tap here to enter text. |

1. Closing Remarks and Citations (no more than 300 words)  
   *This section comprises the formal citation which will be* ***read out during the presentation*** *of the award to the individual. Written in the third person and referring to the individual by title/rank and surname (e.g. Sergeant Smith) it should provide a summary of the previous three sections and read as an argument in favour of why this individual should receive HM’s Lord-Lieutenants’ Certificate of Merit.*

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| Click or tap here to enter text. |

**Recommended by**

Signed: Click or tap here to enter text. Date: Click or tap here to enter text.

Name & Rank: Click or tap here to enter text. Appointment: Click or tap here to enter text.

**Contact No/Email:** Click here to enter text.

**Endorsement by Commanding Officer**

Please select from the following list: Choose an item.

Signed: Click or tap here to enter text. Date: Click or tap here to enter text.

Name & Rank: Click or tap here to enter text. Appointment: Click or tap here to enter text.

Please ensure any changes to the rank or contact numbers are notified to NW RFCA