# Nominate someone for the Merchant Navy Medal for Meritorious Service

## Introduction

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| The easiest way to nominate someone for the Merchant Navy Medal for Meritorious Service is via the online form.  Read [guidance about who you can nominate and how to do it via the online form](https://www.gov.uk/guidance/nominate-someone-for-the-merchant-navy-medal-for-meritorious-service).  The online form allows you to save your progress.  If you don’t want to use the online form, you can complete this MS Word form and email the completed form to [merchantnavymedal@dft.gov.uk](mailto:merchantnavymedal@dft.gov.uk)  Or post it to:  Merchant Navy Medal team  Department for Transport 4/1 Great Minster House 33 Horseferry Road London SW1P 4DR  **Accessibility**  This Word form is not fully accessible. Please use the online form if you have difficulty using this Word form. ****Confidentiality and data protection**** The personal data and other information you provide will be used to process your merchant navy medal nomination.  Your data will be held for 2 years and then, under normal circumstances, deleted. It will only be kept for longer where it is necessary in connection with an ongoing issue. [Read further details on DfT's privacy policy](https://www.gov.uk/government/organisations/department-for-transport/about/personal-information-charter). |

## Your details

Tell us about yourself and how you know the person you are nominating.

### 1. Your name

|  |  |  |
| --- | --- | --- |
| Title (for example, Mr, Mrs, Miss, Ms, Dr, Rev, Captain) | |  | | --- | |  | |
| First name | |  | | --- | |  | |
| Last name | |  | | --- | |  | |

### 2. Your email address

|  |  |
| --- | --- |
| |  | | --- | |  | |

### 3. How do you know the nominee?

|  |  |
| --- | --- |
|  | Manager |
|  | Colleague |
|  | Friend |
|  | Family member |
|  | Other (please specify):   |  | | --- | |  | |

## Who can you nominate?

### You can nominate anyone who is serving, or has served, in the Merchant Navy or fishing fleets of the United Kingdom, Isle of Man, the Channel Islands or the British Overseas Territories.

### 4. Which service does this nomination relate to?

|  |  |
| --- | --- |
|  | Merchant Navy |
|  | Fishing fleet |

### 5. Which fishing fleet or merchant navy service does this relate to?'

|  |  |
| --- | --- |
|  | UK |
|  | Isle of Man |
|  | Channel Islands |
|  | A British Overseas Territory |

### 6. How long has the person served?

|  |  |
| --- | --- |
|  | 5 years or less |
|  | 6 to 10 years |
|  | 11 to 20 years |
|  | More than 20 years |

## Nominee details

Tell us about the person you are nominating for the Merchant Navy Medal for Meritorious Service.

### 7. About the person you are nominating

|  |  |  |
| --- | --- | --- |
| Title (for example, Mr, Mrs, Miss, Ms, Dr, Rev, Captain) | |  | | --- | |  | |
| First names | |  | | --- | |  | |
| Last name | |  | | --- | |  | |

### 8. Has the nominee previously been known by any other names?

|  |  |
| --- | --- |
|  | No |
|  | Yes |

## Other name

### 9. What was their previous name?

|  |  |
| --- | --- |
| |  | | --- | |  | |

## Previous honour or award

A person can not receive a Merchant Navy Medal for their actions or work if they have already received an honour or award relating to that work.

### 10. Has the person already received an honour or medal for this work?

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Don't know |

## Previous award

If the person has already received an honour or award for the same work, it is likely that they will not be awarded a Merchant Navy Medal for it.

If you are not sure whether they are still eligible for a Merchant Navy Medal, you can save your application progress and email us on [merchantnavymedal@dft.gov.uk](mailto:merchantnavymedal@dft.gov.uk).

Tell us what honour or award they received and we can advise if it means they are not eligible for a Merchant Navy Medal.

## Your nomination

Use this section to tell us what the person has done to deserve the medal.

### 11. What area is this nomination for? Pick the most suitable if more than one

|  |  |
| --- | --- |
|  | Acts of bravery at sea |
|  | Diversity and inclusion |
|  | Education and training |
|  | Safety and welfare |
|  | Sustainability |
|  | Technology and innovation |
|  | Other   |  | | --- | |  | |

|  |
| --- |
| **We want to understand how the nominee has made a difference. To help us understand this, we ask you to tell us:**   * **what the situation was like before** * **what the nominee did to make a difference** * **how their actions went above their normal role** * **how their actions changed the situation**   **When you answer, you could use short sentences or bullet points to make your answers clearer.**  **The word count is restricted for these answers. You may want to draft your answers in MS Word to check the word count, then paste them into this form.** |

### 12. Describe the situation before the nominee's involvement (maximum 100 words) Use short, clear sentences or bullet points to help make your answer clear

|  |  |
| --- | --- |
| |  | | --- | |  | |

### 13. Tell us what the nominee did to make a difference (maximum 300 words) Start with a strong sentence summarising the overall case.

**This could include examples of how your nominee:**

**- contributed in a distinctive way to make things better  
- devoted themselves to sustained and selfless voluntary service  
- showed innovation or creativity to deliver lasting results  
- acted as a role model and earned the respect of their peers**

**Make it interesting. You could use bullet points to keep your answer short and clear**

|  |  |
| --- | --- |
| |  | | --- | |  | |

### 14. Explain how the nominee's action went above and beyond their role (maximum 150 words)

|  |  |
| --- | --- |
| |  | | --- | |  | |

### 15. Describe the results of their actions (maximum 150 words) What lasting impact did their behaviour have? Support this with facts and figures

|  |  |
| --- | --- |
| |  | | --- | |  | |

## Nominee details

We need this information to contact the person if their nomination is successful.

### 16. Nominee's email address

|  |  |
| --- | --- |
| |  | | --- | |  | |

### 17. Nominee's phone number (if known)

|  |  |
| --- | --- |
| |  | | --- | |  | |

### 18. Nominee's address

|  |  |  |
| --- | --- | --- |
| Address line 1 | |  | | --- | |  | |
| Address line 2 | |  | | --- | |  | |
| Town or city | |  | | --- | |  | |
| Postcode | |  | | --- | |  | |

### 19. Nominee's age or date of birth (if known)

|  |  |
| --- | --- |
| |  | | --- | |  | |

## Honours and awards

### 20. Does the nominee have any letters after their name for honours or awards, for example, OBE, MBE or CBE?

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Don't know |

## Letters of support

|  |
| --- |
| Each nomination must be supported by letters from at least 2 other people, apart from you. The letters of support must:   * be from people who have first-hand knowledge of the nominee, who can confirm their contribution or supply additional information * tell us how the nominee’s service has been exemplary and meritorious - it should not merely list their periods of service * include details of that person's relationship with the nominee   Remember to attach the letters of support to the email when you send in this form. |