



Please read the accompanying nomination guidelines before completing this form.

## Section 1 – Agency contact details

Agency Key contact

Title	First Name	Surname
Role/Agency		
Work Phone	Email Address	

## Section 2 – Information about nominee

Title	First Name	Surname
Role/Agency		
Current Royal Honours (if any)		
Work Phone	Mobile Phone	
Email Address		

## Section 3 – Nomination details

How does the nominee demonstrate meritorious service?  
Maximum 500 words.

### Section 3 – Nomination details continued

How does the nominee demonstrate meritorious service?  
Maximum 500 words. (continued from previous page)

#### Positions held by the nominee

Outline the most recent positions held by the nominee in the public service, and length of service.

Agency	Position	From (date)	To (date)

#### Letters of support

Please attach at least two, and no more than three, letters of support that endorse the nomination.

Name of person	Organisation (if applicable)	Tick if letter is attached

### Chief executive's endorsement

People conferred with New Zealand Public Service Medal should exemplify the highest standards of integrity.

I support this nomination and confirm that I am not aware of any integrity issues that could bring the public service into disrepute should this nomination be successful.

Chief executive  
signature

Date

### Section 4 – Submitting nomination

Please return this form and enclosures to:

Te Kawa Mataaho  
Public Service Commission  
Level 10, Reserve Bank of New Zealand  
(RBNZ) Building  
2 The Terrace  
PO Box 329  
Wellington 6140

OR

Email: [awards@publicservice.govt.nz](mailto:awards@publicservice.govt.nz)

### Next Steps

Nominees who are selected to receive the medal will be contacted, advised they have been nominated and selected, and asked whether they wish to move forward to the final stages. If yes, they will be asked to complete a sounding form to confirm their acceptance and consent to further integrity checks, including of their HR file and a Ministry of Justice criminal history check.

Chief executives or board chairs who have submitted nominations will be advised of the outcome after the recipient has confirmed whether or not they would like to move their nomination forward.

If the nominee does not wish to accept the medal, the information collected in relation to the entry will be held securely, and managed in line with Te Kawa Mataaho's Disposal Schedule.

The purpose of the integrity checks is to ensure the recipients demonstrate the highest standards of integrity and kaitiakitanga.