



PAPUA NEW GUINEA HONOURS AND AWARDS NOMINEE'S SUPPORTING DOCUMENTS CHECKLIST

INSTRUCTIONS

All nominees are required to submit supporting documentation to assist the assessment process undertaken by the Provincial Honours Committees and the National Honours and Awards Council. Please tick (✓) the appropriate box and attach certified copies where applicable

SECTION A – PERSONAL INFORMATION

Requirement	Attached ✓	Not Applicable
Completed Nomination Form		
Recent Passport-size Photograph (taken within the last 12 months)		
Copy of one Identification Document- National Identification Card, Birth Certificate, Passport Biodata Page, Drivers Licence or Employee ID		
Current Curriculum Vitae/Resume		
Contact Details (Postal Address, Telephone and Email)		

SECTION B – SERVICE AND EMPLOYMENT RECORDS

Requirement	Attached ✓	Not Applicable
Statement of Service from Employer		
Employment History and Positions Held		
Retirement Certificate (if retired)		
Military, Police, Correctional or Disciplined Forces Service Record (where applicable)		
Academic Qualifications and Professional Certifications		

SECTION C – EVIDENCE OF DISTINGUISHED SERVICE

Applicants should provide documentary evidence demonstrating outstanding achievements, leadership and service.

Requirement	Attached ✓	Not Applicable
Detailed Citation of Achievements and Contributions		
List of Major Projects Undertaken		
Awards, Medals and Previous Honours Received		
Publications, Research Papers or Creative Works		
Media Reports, Newspaper Articles or Press Releases		

Requirement	Attached ✓ Not Applicable
Testimonials from Beneficiaries or Community Members	
Photographs Supporting Major Achievements	

SECTION D – REFEREES

A minimum of **three (3) referees** should support the nomination. Reference Letters are required.

Requirement	Attached ✓ Not Applicable
Reference Letter 1	
Reference Letter 2	
Reference Letter 3 (Optional)	

Suggested Referees

- Provincial Governor
- Member of Parliament
- Departmental Head
- Church Leader
- University Chancellor or Vice-Chancellor
- Community Leader – Councillor/ Village Court Magistrate
- Professional Association President
- Senior Public Servant

SECTION E – GOOD CHARACTER AND INTEGRITY

Requirement	Attached ✓	Not Applicable
Police Character Clearance Certificate (Compulsory)		
Declaration of No Criminal Convictions (Attach completed Statutory Declaration)		
Declaration of No Bankruptcy Proceedings (Attach completed Statutory Declaration)		
Ombudsman Commission Clearance (for Senior Public Officials and Members of Parliament)		
Leadership Code Compliance Declaration (where applicable)		

SECTION F – COMMUNITY SERVICE

Requirement	Attached ✓ Not Applicable
Evidence of Volunteer Service	
Church or Community Organisation Endorsement	
Documentation of Charitable Activities	
Youth, Women's or Sports Development Activities	

SECTION G – SPECIAL CATEGORY AWARDS

(Complete only if applicable)

Bravery Awards

Medical Reports
Witness Statements
Incident Reports
Emergency Services Reports

Gallantry Awards

Commanding Officer's Recommendation
Operational Reports
Witness Statements

Distinguished Service Awards

Performance Assessments
Strategic Plans Implemented
Institutional Impact Reports

Meritorious Community Service Awards

Community Endorsements
Project Completion Reports Summary
Beneficiary Testimonials

SECTION H – DECLARATION BY NOMINEE

I certify that the information and documents provided in support of my nomination are true, complete and accurate to the best of my knowledge.

Signature of Nominee: _____

Name: _____

Date: _____

Secretariat Use Only

Item	Yes	No
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Application Complete

Supporting Documents Verified

Referees Contacted

Eligible for Assessment

Additional Information Requested

Notes: _____

Checked by: _____

Position: _____

Date: _____

This Checklist Form serve as a standard annexure to the Imperial and National Logohu Awards Nomination Form and must be submitted together when lodging the nomination form. This is to ensure consistency and transparency for Papua New Guinea's Honours System.