



Australian Honours and Awards Award Acceptance Checklist

Name

- ☐ Provide your legal name. Do not use initials.
- ☐ Your name must match the details on your driver's licence or passport.
- ☐ Preferred names may be included in brackets. Shortened versions of a full name will not be included.
 - Example: Jane (Jenny) Smith

Telephone

- ☐ If you choose to provide a telephone number for media enquiries, only one contact number may be supplied, and it must be your own.
- ☐ Please use the following format:
 - Mobile: xxxx xxx xxx
 - Landline: xx xxxx xxxx
 - International: +xx ...
- ☐ Do not include a country code for Australia.

Address

- ☐ Include only the building and/or street number.
- ☐ Do not include property names.
- ☐ Do not use abbreviations.
 - Example: 1/56 Smith Street (for unit titled properties)
 - Example: 23 Jones Road (for standalone properties)
- ☐ Do not enter suburb names in capital letters.
 - Example: Sydney (not SYDNEY)
- ☐ Confirm your state and postcode are correct.



Australian Honours and Awards

Award Acceptance Checklist

If You Wish to Decline the proposed Award

- ☐ You must still submit the online form through the portal.
- ☐ A shorter form applies to those proposed awards that are declined.

Citation and Summary of Service

- ☐ The proposed citation and summary of service have been considered by Council and form the basis of your award.
- ☐ Changes are limited to correcting:
 - Organisation names
 - Position titles or roles
 - Dates of service
- ☐ The summary of service is intended to provide an overview of your contributions. Additional information or further service details cannot be added or included.

Before You submit

- ☐ Confirm that your personal details, contact information and disclosure preferences are correct.

After You Submit

- You will **not** receive written confirmation or advice that your form has been submitted.
- We will only contact you by phone and/or email if we need additional information.
- If your proposed award is scheduled to be announced on Australia Day, we will confirm the outcome in January.
- If your proposed award is scheduled to be announced on The King's Birthday, we will confirm the outcome in late-May.
- If your proposed award is scheduled to be announced on Wattle Day 1 September, we will confirm the outcome in August.