**Background**

This document provides suggested text that you can use to email or telephone potential referees for your nominee.

Up to 4 referees are required for an Order of Australia nomination.

Referees can be peers and people that know the person you are nominating. They may be representatives of organisations where the person has worked or volunteered. Industry experts familiar with the work of the nominee are also ideal referees.

All or some of them will be contacted to provide comment in relation to the nomination directly by a case officer.

**Sample referee text**

1. **The referee knows the nominee**

Dear [Referee],

I am nominating [Nominee] for an Order of Australia Honour, in recognition of [achievements or contribution]. I am getting in touch to ask if you would be willing to be a referee for [Nominee].

Please don’t tell [Nominee] about the nomination. It is a confidential process, and they will only be contacted by the Australian Honours and Awards Secretariat if the nomination is successful.

You do not have to write anything at this stage, and it may take up to 18 months for the Secretariat to contact you about the nomination. When they do, they will ask about:

* your connection with the nominee
* details of the nominee’s service, including dates (if known)
* your opinion on the level of service the nominee has contributed and examples
* a statement of whether or not you, or your organisation, support the nomination and why.

Please let me know if you are willing to be part of this nomination. I am happy to answer any questions you have about why I am nominating [Nominee].

You can find out more about the Australian Honours through [The Governor-General of the Commonwealth of Australia website](https://www.gg.gov.au/australian-honours-and-awards).

Sincerely,

[Your name and contact details]

1. **The Referee does not know the Nominee**

Dear [Referee],

I am nominating [Nominee] for an Order of Australia Honour, in recognition of [achievements or contribution]. I am getting in touch to ask if you would be willing to be a referee for [Nominee].

Please don’t tell [Nominee] about the nomination. It is a confidential process, and they will only be contacted by the Australian Honours and Awards Secretariat if the nomination is successful.

You do not have to write anything at this stage, and it may take up to 18 months for the Secretariat to contact you about the nomination. When they do, they will ask about:

* your connection with the nominee
* details of the nominee’s service, including dates (if known)
* your opinion on the level of service the nominee has contributed and examples
* a statement of whether or not you, or your organisation, support the nomination and why.

You do not have to know [Nominee] personally if you believe you are able to speak to their contributions or achievements.

Please let me know if you are willing to be part of this nomination. I am happy to answer any questions you have about why I am nominating [Nominee].

You can find out more about the Australian Honours through [The Governor-General of the Commonwealth of Australia website](https://www.gg.gov.au/australian-honours-and-awards).

Sincerely,

[Your name and contact details]