Reference Guide for Submitting a Nomination to the Ordre national du Québec

This document is intended to help you fill out the form at the bottom of the call for nominations page. **This is not the document to use to submit a nomination.**

Information to provide at each step

Step 1: Nominee's contact information

- Last and first name
- Last (or current) occupation
- Date of birth
- Nationality
- Place of birth
- Telephone number
- Email address
- Home address

Step 2: Nominator's contact information

- Last and first name
- Telephone number
- Email address

Step 3: Co-nominator's contact information

- Last and first name
- Telephone number
- Email address

Step 4: Nominee's professional and extra-professional background (maximum 500 words)

- Education
- Professional activities and experience
- Commitments
- Achievements
- Social, civic, charitable, humanitarian, association or volunteer activities

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A maximum of five documents (resumé, biography, publications, etc.) can be submitted at this step.

Step 5: Major or original contributions made by the nominee (maximum 500 words).

Presentation of the nominee's exemplary achievements in one or more areas of activity. Focus on their:

- scope
- reach uniqueness
- innovativeness
- contribution to Québec's development and influence
- impact

A maximum of five documents can be submitted at this step.

Step 6: Awards, distinctions and other recognition received (optional)

If the person has not received any awards, leave this blank.

Awards in descending order (most to least recent). If the nominee has received the same award more than once, enter it as separate awards, indicating the date each was received.

A maximum of five documents can be submitted at this step.

Step 7: Review

Check that all the information is correct.

Step 8: Confirmation and submission of the nomination

Confirm the accuracy of the information entered and submit the form by clicking "Submit the nomination."