



**CROWN OFFICE  
GENERAL GUIDANCE FOR  
WARRANTS AND PATENTS**

## **Crown Office documents**

### Appointment by Letters Patent

Three documents are involved:

the **Warrant** – this contains The Queen's instructions to the Lord Chancellor to prepare Letters Patent;

**Letters Patent** – The Queen's document which actually makes the appointment; this is either Great Sealed or Wafer Great Sealed; typed or handwritten on vellum. The Letters Patent are usually given to the appointee or to the person to whom they are addressed;

the **Patent Roll** entry – this is a record of the Warrant. The Patent Roll entries are bound together at the end of each Regnal Year (i.e. 5<sup>th</sup> February) and sent to the National Archive, together with the Warrants, for permanent retention

There are two versions of the Warrant:

**By Warrant under The Queen's Sign Manual** – these are submitted to The Queen by a Secretary of State (usually the Home Secretary). These Warrants are prepared by the Crown Office on receipt of instructions from the originating Department – known as a "giving effects letter". After The Queen has signed the Warrant, the submitting Minister signs it and upon its return to the Crown Office, the Lord Chancellor signs, or "recepis" it to acknowledge receipt of the instructions. The "recepti" is the Crown Office's authority to use the Great Seal. If the submitting Minister is not available to sign the Warrant, the Lord Chancellor may sign on his behalf – see section 2 of the Great Seal Act 1884.

**By The Queen Herself** (An Immediate Warrant) – these are submitted to The Queen direct by the Lord Chancellor. They are used for senior judicial appointments (High Court judges and above) and, by long standing precedent, Queen's Counsel.

### Commissions

These are single documents. The Queen signs the Commission itself. Commissions are used, for example, for Royal Assent (to Acts of Parliament), to give The Queen's approbation to the Commons' choice of Speaker and to appoint deputy Speakers in the House of Lords. Commissions are submitted direct to The Queen by the Lord Chancellor. They are Wafer Great Sealed but they are not recorded on the Patent Roll.

### Proclamations

These are prepared by the Privy Council Office, who obtain The Queen's signature (at Privy Council meetings). They are sent to the Crown Office for (Wafer) Sealing together with a covering order (for sealing) signed by the Clerk of the Privy Council. The Patent Roll entry is typed in the Crown Office; these go at the back of the bound Patent Roll in due course.

### Royal Warrants of Appointment

These are single documents prepared on A4 cream paper in the Crown Office and submitted direct to The Queen. They are not Great Sealed. They are used for the appointment of Circuit Judges and other judicial offices. The signed Warrant makes the appointment: it is handed to the appointee for his/her retention. Warrants are countersigned by the Lord Chancellor and Crown Office sealed. There is no Patent Roll entry.

### When The Queen is abroad

Counsellors of State may be appointed to act for The Queen during Her absence abroad.

### When the Lord Chancellor is abroad

Commissioners of the Great Seal may act on his behalf: see section 6.

### By the Lord High Chancellor of Great Britain

Ecclesiastical appointments in the gift of the Lord Chancellor. There is no Warrant and no Patent Roll entry.

### Dating documents

The date of the document is seldom expressed as a calendar year, e.g. 2003, but according to the year of The Queen's reign. This will change on the 6<sup>th</sup> February each year. There is nothing to prevent a document being dated on a Saturday or a Sunday although this is avoided if possible.

### Description of appointee in documents

The best rule is to follow what was done in previous precedents. There are, however, some general guidelines and these are as follows:

Academic qualifications are not included, except for ecclesiastical appointments (see Practice Guide for a list of qualifications which are used and which are not)

Honours and decorations bestowed by The Queen are always included

Privy Counsellor are described as "Our right trusty and well beloved Counsellor..."

Non Privy Counsellors are described as “Our trusty and well beloved Counsellor....”

Peers separate rules apply to peers – see page 12

Esquire is used for all men who are not Peers, Knights, Baronets or the holders of military rank

Women: precedents may be helpful **but** the Clerk of the Crown approved the following changes.

Spinsters                                      use “Miss” before their forename

Ms    use if this is the form of address preferred by the appointee

Married women                              use “Mrs” before forename e.g. Mrs. Jane Smith

Widows

Divorced women using  
                                 married name

## **Counsellors of State**

### Appointed

under the Regency Acts 1937-1953

### Letters Patent

Names six Counsellors: Prince Philip and the next four in line to the throne who have reached the age of 21. (N.B. only four in line to succeed have their decorations listed. Draft of Letters Patent sent to Palace about 2 weeks in advance of formal Giving Effects letter.

Normally dated about one week before The Queen goes abroad.

Typed and red wafer sealed.

Gazette notices (London, Edinburgh and Belfast) and docquet book.

### Powers

any two Counsellors of State may exercise most of the powers of the Sovereign – the exceptions are listed in the Second Schedule.

### Power to confer Knighthood

may be exercised by any one Counsellor but require Letters Patent which are now usually typed and Wafer Sealed.

Warrant prepared on instructions from Central Chancery and submitted to The Queen for Her signature (either before She leaves the country or while abroad).

(Where powers to confer are to coincide with a period when Counsellors of State are acting, the LsP appointing the C.O.S. must issue first).

Warrants submitted to Counsellors of State

before submitting. Crown Office  
types beside places where  
Counsellors will sign

) Signed

)

) on

)

) behalf

)

) of

)

) Her

)

) Majesty

)

Documents issued on  
Instructions of Counsellors of State

(a) Letters Patent

“By Warrant under the  
Queen’s Sign Manual”  
becomes “By Warrant  
under the Hands of the  
Counsellors of State”.

“By The Queen Herself”  
becomes “By the  
Counsellors of State”

(b) Royal Assent  
Commission

Names of Counsellors are  
set out in full – see  
examples in drawer.

(c) Royal Warrants of  
Appointment

As on other Warrants. By  
Her Majesty’s Command  
remains unchanged.

London Gazette notices  
begin  
during period of H.M.’s absence

All Gazette notices continue to  
with “THE QUEEN has ...” No  
reference is made to the  
Counsellors of State.

Lord Mayor Elect  
initialled H.M.  
of London (Sept/Oct)

The approbation must be  
The Queen.

Lord Chancellor's  
continues  
Submission letter

Docquet Book

The formal Submission letter

to refer to "Your Majesty" but in the final paragraph of the accompanying letter from the Permanent Secretary to The Queen's Private Secretary substitute "the Counsellors of State acting on behalf of Her Majesty" for "Her Majesty".

Follow wording at end of Letters Patent/Commission

## **Commissioners of the Great Seal**

When:

- (a) the Lord Chancellor is abroad
- (b) temporarily incapacitated  
(to be certified by the Prime Minister) or
- (c) there is no Lord Chancellor

and the Great Seal is not in the custody of the Sovereign, then

**any two of the following, i.e. all the Commissioners of the Great Seal, may receive warrants:-**

Lord President of the Privy Council  
Keeper of the Privy Seal  
Chairman of Committees of the House of Lords  
Lord Chief Justice of England and Wales  
Master of the Rolls  
Lord Chief Justice of Northern Ireland  
President of the Family Division  
Vice-Chancellor  
Lords Justices (of England)  
Justices of the High Court (of England)

When:

- (d) the Lord Chancellor is temporarily incapacitated (to be certified by the Prime Minister or
- (e) there is no Lord Chancellor

and the Great Seal is not in the custody of the Sovereign, then

**any three of the following seven Commissioners of the Great Seal may carry out his other powers, duties and functions (except those of Speaker of the House of Lords):-**

Lord President of the Privy Council  
Keeper of the Privy Seal  
Lord Chief Justice of England and Wales  
Master of the Rolls  
Lord Chief Justice of Northern Ireland  
President of the Family Division  
Vice-Chancellor

**EXCEPT the Lord Chief Justice or the Master of the Rolls may act alone to countersign Royal Warrants of Appointment and to swear in Lords Justices, High Court Judges and Circuit Judges.**

## **Crown Office Rules**

Relevant Statutory Instruments:-

1992/1730, 1996/276, 2000/3064 and 2002/3131

These Statutory Instruments lay down the wording for certain documents. In all other causes, the wording used follows the precedent of previous documents.

1988/1162

This specifies which documents are to be prepared on vellum and which on paper and lists those documents which are to be Wafer Great Sealed. However, where a document mentioned in the list has been otherwise produced in the past, and it is more convenient to follow the previous practice, then it is permitted to follow precedent.

2008/1977

This lays down the fees to be charged for certain Letters Patent. On the instructions of the Treasury the fees are reviewed every three years. The next review is due to be carried out and in force by December 2012.

## Honours and Degrees in Letters Patent


### Abbreviation

### Full description for Letters Patent or Royal Warrant

#### IN ORDER OF PRECEDENCE

Bart/Bt	Baronet
V.C.	upon whom has been conferred the Decoration of the Victoria Cross
G.C.	upon whom has been conferred the Decoration of the George Cross
K.G./L.G.	Knight/Lady of Our Most Noble Order of the Garter
K.T./L.T.	Knight/Lady of Our Most Ancient and Most Noble Order of the Thistle
G.C.B.	Knight (or Dame) Grand Cross of Our Most Honourable Order of the Bath
O.M.	Member of Our Order of Merit
G.C.M.G.	Knight (or Dame) Grand Cross of Our Most Distinguished Order of Saint Michael and Saint George
C.I.	Lady of the Imperial Order of the Crown of India
G.C.V.O.	Knight (or Dame) Grand Cross of Our Most Excellent Order of the British Empire
G.B.E.	Knight (or Dame) Grand Cross of Our Most Excellent Order of the British Empire
C.H.	Member of Our Order of the Companions of Honour
K.C.B.	) Knight of Dame Commander of Our Most Honourable Order of the Bath
D.C.B.	
K.C.M.G.	) Knight or Dame Commander of Our Most Distinguished Order of Saint Michael and Saint George
D.C.M.G.	
K.C.V.O.	) Knight or Dame Commander of Our Royal Victorian Order
D.C.V.O.	
K.B.E.	) Knight or Dame Commander of Our Most Excellent Order of the British Empire
D.B.E.	
Knight Bachelor (no suffix)	Knight:
C.B.	Companion of Our Most Honourable Order of the Bath

C.M.G.		Companion of Our Most Distinguished Order of Saint Michael and Saint George
C.V.O.		Commander of Our Royal Victorian Order
C.B.E.		Commander of Our Most Excellent Order of the British Empire
D.S.O.		Companion of Our Distinguished Service Order
L.V.O.		Lieutenant of Our Royal Victorian Order
O.B.E.	)	Officer of Our Most Excellent Order of the British Empire
Q.S.O.	)	Companion of The Queen's Service Order (N.B. – NZ decoration)
I.S.O.		Companion of Our Imperial Service Order
M.V.O.		Member of Our Royal Victorian Order
M.B.E.		Member of Our Most Excellent Order of the British Empire
R.R.C.		upon whom has been conferred the Decoration of a Member of the Royal Red Cross
D.S.C.		upon whom has been conferred the Decoration of the Distinguished Service Cross
M.C.		upon whom has been conferred the Decoration of the Military Cross
D.F.C.		upon whom has been conferred the Decoration of the Distinguished Flying Cross
A.F.C.		upon whom has been conferred the Decoration of the Air Force Cross
A.R.R.C.		upon whom has been conferred the Decoration of an Associate of the Royal Red Cross
D.C.M.		upon whom has been conferred the Distinguished Conduct Medal
C.G.M.		upon whom has been conferred the Conspicuous Gallantry Medal
G.M.		upon whom has been conferred the George Medal
D.S.M.		upon whom has been conferred the Distinguished Service Medal



M.M.	upon whom has been conferred the Military Medal
D.F.M.	upon whom has been conferred the Distinguished Flying Medal
A.F.M.	upon whom has been conferred the Air Force Medal
Q.G.M.	upon whom has been conferred The Queen's Gallantry Medal
Q.V.R.M.	upon whom has been conferred Our Volunteer Reserve Medal
B.E.M.	upon whom has been conferred the British Empire Medal
E.R.D.	upon whom has been conferred the Army Emergency Reserve Decoration
T.D.	upon whom has been conferred the Territorial Efficiency Decoration
E.D.	upon whom has been conferred the Efficiency Decoration
R.D.	upon whom has been conferred the Decoration for Officers of the Royal Naval Reserve
V.R.D.	upon whom has been conferred the Decoration for Officers of the Royal Naval Volunteer Reserve
A.E	upon whom has been conferred the Air Efficiency Decoration

The Orders of Merit, the Bath and the British Empire have Military and Civil Divisions – this makes no difference to their respective description.

Royal Victorian Chain – this has no precedence or suffix and is NOT referred to in formal documents.

Order of St. John of Jerusalem – this has no precedence or suffix and is NOT referred to in formal documents.

Foreign and Commonwealth Orders and Decorations are NOT referred to in formal documents, but see Moore of Wolvercote – QSO put in at Peer's specific request.

## Addresses

### IN COMMISSIONS

For less than Barons	-	Our beloved and faithful [Counsellor]
For Barons	-	Our well beloved and faithful [Counsellor]
For others	-	Our Most dear Cousin [and Counsellor]

### IN WRITS OF SUMMONS, ETC

Prince of Wales -	To Our Most dear and entirely beloved Son [and Most faithful Counsellor]
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Royal Duke -	To Our Most dear and entirely beloved Son [or Uncle] [and most faithful Counsellor] ..... Duke of .....
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### Archbishops

Canterbury -	To the Most Reverend Father in God Our right trusty and well beloved Counsellor ..... by Divine Providence Lord Archbishop of Canterbury Primate of All England and Metropolitan
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York -	To the Most Reverend Father in God Our right trusty and well beloved Counsellor ..... by Divine Providence Lord Archbishop of York Primate of England and Metropolitan
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Duke -	To Our right trusty and right entirely beloved Cousin [and Counsellor] ..... Duke of .....
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Marquess -	To Our right trusty and entirely beloved Cousin [and Counsellor] ..... Marquess of .....
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Earl -	To Our right trusty and right well beloved Cousin [and Counsellor] ..... Earl .....
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Viscount -	To Our right trusty and well beloved Cousin [and Counsellor] ..... Viscount .....
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Baron -	To Our right trusty and well beloved [Counsellor] ..... of ..... in Our County of ..... Chevalier
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Baronet\* and Knight -

To Our [right] trusty and well beloved  
[Counsellor]

Bishop -

To the Right Reverend Father in God Our right  
trusty and well beloved [Counsellor] .....  
by Divine Permission Lord Bishop of .....

NOTE: Durham is entitled to "by Divine Providence" - vide Halsbury' "Laws of  
England".

Less than Baron -

Our [right] trusty and well beloved [Counsellor]

[ ] - if a Privy Counsellor

\* - in the case of The Rt. Hon. The Lord Provost of the City of ....., describe as  
"Our right trusty and well beloved ..... Esquire of ..... Lord Provost of the  
City of ..... (vide Home Office brought in 1952/23 under Paxton)

## **ANNEX A**

### **DRAFT WORDING FOR LETTERS PATENT**

### **Solicitor General**

Elizabeth the Second by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all to whom these Presents shall come Greeting Whereas We did on the XX day of XX in the XX year of Our Reign constitute and appoint Our right trusty and well beloved XX to be Our Solicitor General during Our Pleasure and by Our Letters Patent under the Great Seal of Our Realm bearing date at Westminster the XX day of XX in the XX year of Our Reign did confirm the said appointment And Whereas on the XX day of XX in the XX year of Our Reign We of Our especial grace did constitute and appoint Our right trusty and well beloved XX to be Our Solicitor General in the place of the said XX during Our Pleasure together with all salaries fees authorities and advantages due and of right belonging thereto Now Therefore Know Ye that We by these Presents do hereby confirm the appointment of the said XX to be Our Solicitor General In Witness whereof We have caused these Our Letters to be made Patent Witness Ourselves at Westminster the XX day of XX in the XX year of Our Reign

**Astronomer Royal**

Elizabeth the Second by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all to whom these Presents shall come Greeting Whereas the Office of Astronomer Royal is now vacant Now Know Ye that We of Our especial grace certain knowledge and mere motion have given and granted and by these Presents do give and grant unto Our trusty and well beloved XX the Office and Place of Astronomer Royal Granting unto him the said XX the Office and Place of Astronomer Royal aforesaid To have hold and exercise the said Office during Our Pleasure together with all Privileges and Advantages thereunto belonging or appertaining In Witness whereof We have caused these Our Letters to be made Patent Witness Ourself at Westminster the XX day of XX in the XX year of Our Reign

### **Comptroller & Auditor General**

Elizabeth the Second by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all to whom these Presents shall come Greeting Whereas We did by Letters Patent under the Great Seal bearing date at Westminster the XX day of XX in the XX year of Our Reign nominate and appoint Our trusty and well beloved XX to be Comptroller General of the Receipt and Issue of Our Exchequer and Auditor General of Public Accounts And Whereas the said XX has retired and an address has been presented to Us by Our House of Commons praying that We appoint Our trusty and well beloved XX to the said Office Now Know Ye that We trusting in the wisdom and fidelity of the said XX Do by these Presents nominate and appoint him to be Our Comptroller General of the Receipt and Issue of Our Exchequer and Auditor General of Public Accounts To have and to hold the said Office of Comptroller and Auditor General together with the powers authorities and duties belonging thereto during good behaviour in accordance with and subject to the provisions of the Statutes in this behalf made and provided In Witness whereof We have caused these Our Letters to be made Patent Witness Ourself at Westminster the XX day of XX in the XX year of Our Reign

## Counsellors of State

Elizabeth the Second by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all Archbishops Dukes Marquesses Earls Viscounts Bishops Barons Baronets Knights Citizens and Burgesses and all other Our faithful Subjects whatsoever to whom these Presents shall come Greeting WHEREAS it is Our intention to be absent from Our United Kingdom for the purpose of visiting XX AND WHEREAS by the enactments known as the Regency Acts 1937 to 1953 it is (amongst other things) enacted that in the event of Our absence or intended absence from Our United Kingdom We may in order to prevent delay or difficulty in the despatch of public business by Letters Patent under the Great Seal delegate for the period of that absence to Counsellors of State such of Our Royal functions (except the power to grant any rank title or dignity of the peerage) as may be specified in the Letters Patent AND WHEREAS the persons described by the said enactments as the Counsellors of State to be named in such Letters Patent are as follows that is to say Our most dearly beloved Husband and most faithful Counsellor Prince Philip Duke of Edinburgh Our most dearly beloved Son and most faithful Counsellor Charles Philip Arthur George Prince of Wales Knight of Our Most Noble Order of the Garter Knight of Our Most Ancient and Most Noble Order of the Thistle Great Master and the First or Principal Knight Grand Cross of Our Most Honourable Order of the Bath Member of Our Order of Merit Our most dearly beloved Grandson Prince William Arthur Philip Louis Duke of Cambridge Knight of Our Most Noble Order of the Garter Our most dearly beloved Grandson Prince Henry Charles Albert David of Wales and Our most dearly beloved Son Prince Andrew Albert Christian Edward Duke of York Knight of Our Most Noble Order of the Garter Knight Grand Cross of Our Royal Victorian Order subject however to provisions enabling Us by the Letters Patent to except from among the number of those Counsellors any person who is absent from Our United Kingdom or intends to be so absent during the period of Our absence KNOW YE that by virtue of the said enactments We do hereby delegate for the period of Our absence to the said Counsellors of State (except during their absence from Our United Kingdom those who are or intend to be so absent) the Royal functions specified in the First Schedule annexed hereto to be exercised jointly by not less than two of their number subject to the following exceptions and conditions namely – That they the said Counsellors of State shall not have power to grant any rank title or dignity of the peerage That they shall not receive any homage required to be done to Ourselves That they shall not approve or sign any warrant fiat submission or other document for which Our approval or signature is required for or in connection with any of the matters described in the Second Schedule annexed hereto and That if We signify or it appears to them that they should not act in any matter or for any purpose without Our previous special approval they shall not act in that matter or for that purpose without that approval Commanding all and singular Archbishops Dukes Marquesses Earls Viscounts Bishops Barons Baronets Knights Citizens and Burgesses and all other Our Officers Ministers and Subjects that in everything appertaining to the matters aforesaid they be attendant counselling and helping the said Counsellors of State as it behoves them In Witness whereof We have caused these Our Letters to be made Patent Witness Ourselves at Westminster the XX day of XX in the XX year of Our Reign

### **Removal of Office**

Elizabeth the Second by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all to whom these Presents shall come Greeting Whereas on the XX day of XX XX thousand and XX We of Our especial grace and favour conferred XX upon XX as a XX Now Know Ye that We of Our certain knowledge and mere motion do hereby cancel and annul the XX conferred upon the said XX as a XX together with all rights precedences privileges and advantages to the same degree title honour and dignity belonging or appertaining thereto In Witness whereof We have caused these Our Letters to be made Patent Witness Ourselves at Westminster the XX day of XX in the XX year of Our Reign

**Regius Professor of Hebrew**

Elizabeth the Second by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all to whom these Presents shall come Greeting Know Ye that We of Our especial grace certain knowledge and mere motion have given and granted and by these Presents for Us Our heirs and successors Do give and grant unto Our trusty and well beloved XX the Office and Place of Regius Professor of the Hebrew Tongue in Our University of Oxford being void by the resignation of Our trusty and well beloved XX and in Our Gift in full right To have and to hold the Office of Regius Professor aforesaid unto him the said XX for and during Our Pleasure together with all and singular the right advantages whatsoever to the same Office belonging or appertaining subject nevertheless to all such statutes decrees ordinances rules regulations touching or concerning the said Office and the duties thereof In Witness whereof We have caused these Our Letters to be made Patent Witness Ourselves at Westminster the XX day of XX in the XX year of Our Reign

### **Information Commissioner**

Elizabeth the Second by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all to whom these Presents shall come Greeting Know Ye that We trusting in the wisdom and fidelity of Our trusty and well beloved XX Do by these Presents and in accordance with section 6(2) of the Data Protection Act 1998 as amended by subsequent enactments nominate and appoint him to be the Information Commissioner To have and to hold the said Office of Information Commissioner made and provided for a period of XX years commencing on the XX day of XX In Witness whereof We have caused these Our Letters to be made Patent Witness Ourselves at Westminster the XX day of XX in the XX year of Our Reign

**Powers to Confer Knighthood (general)**

Elizabeth the Second by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all to whom these Presents shall come Greeting Now Know Ye that by these Presents We have been pleased to nominate and appoint Our trusty and well beloved XX to the degree title honour and dignity of a Knight Bachelor together with all right precedences privileges and advantages to the same degree title honour and dignity belonging or appertaining In Witness whereof We have caused these Our Letters to be made Patent Witness Ourselves at Westminster the XX day of XX in the XX year of Our Reign

**Powers to Confer Knighthood (double)**

Elizabeth the Second by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To XX Greeting Whereas We are desirous of conferring upon you XX certain powers to act on Our behalf on the XX and XX days of XX and the XX and XX days of XX when We cannot Ourself conveniently be personally present Know Ye that We by these Presents Do direct and empower you XX to confer on the aforesaid days in Our Name and on Our behalf in as full and ample a manner as if the same had been conferred by Us in person the title degree and honour of a Knight Bachelor upon such persons as We have signified at the date of these Presents Our intention of promoting or appointing to be Members of the First or Second Class of Our Most Honourable Order of the Bath or of Our Most Distinguished Order of Saint Michael and Saint George or of Our Royal Victorian Order or of Our Most Excellent Order of the British Empire and as under special Warrant issued under the Seal of any one of the said Orders you XX have been empowered to invest with the insignia of the First or Second Class of that Order And also to confer in Our Name and on Our behalf upon such other persons as We have been pleased to approve the title degree and honour of a Knight Bachelor together with all rights privileges and precedences appertaining thereto in as full and ample a manner as if the same had been conferred by Us in person In Witness whereof We have caused these Our Letters to be made Patent Witness Ourself at Westminster the XX day of XX in the XX year of Our Reign

### **City Status**

Elizabeth the Second by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all to whom these Presents shall come Greeting Whereas We for divers good causes and considerations Us thereunto moving are graciously pleased to confer on the Town of XX in Our County of XX the status of a City Now Therefore Know Ye that We of Our especial grace and favour and mere motion do by these Presents ordain declare and direct that the Town of XX shall henceforth have the status of a City and shall have all such rank liberties privileges and immunities as are incident to a City In Witness whereof We have caused these Our Letters to be made Patent Witness Ourself at Westminster the XX day of XX in the XX year of Our Reign

### **His/Her Royal Highness**

Elizabeth the Second by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all to whom these Presents shall come Greeting Whereas Her late Majesty Queen Victoria by Her Letters Patent dated the thirtieth day of January in the twenty-seventh year of Her reign did in exercise of Her Royal Prerogative establish define and limit entitlement to the style "Royal Highness" and did declare Her Royal Will and Pleasure that certain Members of The Royal Family namely the children of a Sovereign of these Realms and the children of the sons of a Sovereign should have the style title or attribute of Royal Highness: and whereas Her late Majesty Queen Victoria by Her Letters Patent dated the twenty-seventh day of May in the sixty-first year of Her reign did extend and amend the said Letters Patent by declaring that as well as hereinbefore mentioned the children of the eldest son of The Prince of Wales should have the style title or attribute of Royal Highness: and whereas His late Majesty King George V by His Letters Patent dated the thirtieth day of November in the eighth year of His reign did amend the said Letters Patent by declaring that of the children of the eldest son of The Prince of Wales only the eldest living son of the eldest son of The Prince of Wales should have the style title or attribute of Royal Highness: and whereas His late Majesty King George VI by His Letters Patent dated the twenty-seventh day of May in the first year of His reign did declare that despite his exclusion from the succession The Duke of Windsor should continue to hold and enjoy the style title or attribute of Royal Highness but that his wife and children if any and the children of his sons if any should not be so entitled: and whereas by convention the wife of the son of a Sovereign of these Realms the wife of a son of a son of a Sovereign and the wife of the eldest living son of the eldest son of The Prince of Wales is entitled to the style title or attribute of Royal Highness: and whereas We deem it expedient to declare and define by due Authority the entitlement of a former wife (other than a widow until she shall remarry) of a son of a Sovereign of these Realms of a son of a son of a Sovereign and of the eldest living son of the eldest son of The Prince of Wales to the style title or attribute of Royal Highness: Now Know Ye that We of Our especial grace certain knowledge and mere motion do hereby declare Our Royal Will and Pleasure that a former wife (other than a widow until she shall remarry) of a son of a Sovereign of these Realms of a son of a son of a Sovereign and of the eldest living son of the eldest son of The Prince of Wales shall not be entitled to hold and enjoy the style title or attribute of Royal Highness In Witness whereof We have caused these Our Letters to made Patent Witness Ourself at Westminster the twenty-first day of August in the forty-fifth year of Our Reign

### **Queen's Printer**

Elizabeth the Second by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all to whom these Presents shall come Greeting Whereas We did by Our Letters Patent under the Great Seal bearing date the XX day of XX in the XX year of Our Reign and in the year of Our Lord XX XX XX and XX grant unto Our trusty and well beloved XX the Office of Printer to Us of all Acts of Parliament and did thereby appoint XX to hold and exercise all rights and privileges in connection with copyrights the property of Us during Our pleasure Now Know Ye that We do hereby revoke the said Letters Patent And Further Know Ye that We of Our especial grace Do by these Presents grant unto Our trusty and well beloved XX the Office of Printer to Us of all and singular Acts of Parliament heretofore printed by the Royal Typographers for the time being or hereafter to be printed or purporting so to be by the command or authority of Us or of the Parliament of Our United Kingdom To hold and exercise the said Office with all privileges thereto belonging during Our pleasure And We do appoint the said XX to hold and exercise during Our pleasure on behalf of Us Our heirs and successors all rights and privileges in connection with such copyrights and database rights as now are or maybe from time to time become the property of Us Our heirs and successors as fully as if such copyrights and database rights were the property of the said XXX In Witness whereof We have caused these Our Letters to be made Patent Witness Ourself at Westminster the XX day of XX in the XX year of Our Reign

### **Clerk of the Parliaments**

Elizabeth the Second by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all to whom these Presents shall come Greeting Whereas the Office of Clerk of the Parliaments of Us Our heirs and successors has become vacant by the resignation of Our trusty and well beloved XX Now Know Ye that We of Our especial grace Do constitute and appoint Our trusty and well beloved XX to be Clerk of the Parliaments of Us Our heirs and successors on the place of the said XX to hold and exercise the said Office during his good behaviour therein for a period of three years from the date hereof Together with all privileges profits advantages and emoluments due and of right belonging to the said Office And that he the said XX shall be eligible for re-appointment thereafter And We do declare that the duties of the said Office shall be executed by the said XX in person and that he shall be removable by Us Our heirs and successors upon a Address of the House of Lords to Us Our heirs and successors for that purpose In Witness whereof We have caused these Our Letters to be made Patent Witness Ourselves at Westminster the XX day of XX in the XX year of Our Reign

### **Attorney General**

Elizabeth the Second by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all to whom these Presents shall come Greeting Whereas We did on the XX day of XX in the XX year of Our Reign constitute and appoint Our right trusty and well beloved XX to be Our Attorney General during Our Pleasure and by Our Letters Patent under the Great Seal of Our Realm bearing date at Westminster the XX day of XX in the XX year of Our Reign did confirm the said appointment And Whereas on the XX day of XX in the XX year of Our Reign We of Our especial grace did constitute and appoint Our right trusty and well beloved XX to be Our Attorney General in the place of the said XX during Our Pleasure together with all salaries fees authorities and advantages due and of right belonging thereto Now Therefore Know Ye that We by these Presents do hereby confirm the appointment of the said XX to be Our Attorney General In Witness whereof We have caused these Our Letters to be made Patent Witness Ourselves at Westminster the XX day of XX in the XX year of Our Reign