

Anniversary Message Request Form

What kind of Anniversary Message are you requesting?

Birthday: 90 years 100 years Other (please provide details): _____

Wedding: 50 years 60 years 65 years 70 years
Other (please provide details): _____

What is the date of the birthday or anniversary: _____

Do you need to receive the Anniversary Message by a certain date?

(if earlier than the anniversary date. Please note, receipt by this date is not guaranteed)

No Yes (please specify the date) _____

Who is the recipient of the Anniversary Message?

(full name of person(s) celebrating birthday/anniversary)

Title: Mr & Mrs Mr Mrs Ms Miss
Other (please provide details): _____

Person 1 First name: _____

Last name: _____

Person 2 First name: _____

(if a couple)

Last name: _____

Preferred names (if different to above): _____

Residential address: _____

Postal address for Anniversary Message (if different to above or being sent c/o a third party): _____

Type of verification provided

Birthday: Birth certificate Statutory declaration
Drivers licence Passport
Other (please provide details): _____

Wedding: Marriage certificate Statutory declaration
Other (please provide details): _____

Requestor details (person submitting request for message, if not the recipient)

Name: _____

Relationship to the recipient(s): _____

Telephone: _____ Email: _____

IMPORTANT:

COMPLETED REQUEST FORMS AND SUPPORTING DOCUMENTATION MUST BE VERIFIED AND SUBMITTED AT AN ELECTORATE OFFICE.

Please ensure you have read the eligibility information and instructions prior to completing this form.

Where possible, please type responses. If completing the form by hand, please ensure you use black pen and PRINT CLEARLY.

Any incomplete or un-verified request forms will be returned to the requestor.

For more information visit www.vic.gov.au/request-anniversary-message-from-premier

OFFICE USE ONLY

ELECTORATE OFFICE VERIFIED

This section is to be completed by the electorate office prior to the form and supporting documentation being submitted to congratulatory.messages@dpc.vic.gov.au

Electorate Office: _____

Electorate Officer Name: _____

Tel: _____

Email: _____

I confirm that I have reviewed this request, sighted and verified the supporting documentation, and all information is correct and complete (please check box)

Date verified: _____

Date submitted: _____



Premier and Cabinet