



Australian Government  
 Department of the Prime Minister and Cabinet

## REQUEST FOR ANNIVERSARY MESSAGE

<b>To:</b> Awards and Culture Branch Department of the Prime Minister and Cabinet	<b>From (Senator's/Member's Name):</b> Dr Andrew Leigh MP  <b>Office Address:</b> 8/1 Torrens Street Braddon ACT 2612  <b>Phone:</b> 02 62474396 <b>Fax:</b>	
<b>Name of Recipient(s)</b> <i>(person/couple having birthday / anniversary)</i> <i>(include title/s)</i>		
<b>Address of Recipient(s)</b> <i>(not a PO Box)</i>		
<b>Address for Delivery</b> <i>(if different from above)</i> <i>(can be a PO Box)</i>		
<b>Occasion</b>		
<b>Date of Anniversary/Birthday:</b>	<b>Date message to arrive:</b> <i>(if required early)</i>	<b>Reason:</b>
<b>Certification by Senator/Member or EO staffer that information provided is correct</b>	..... Signature (type name when emailing)	...../...../..... Date
<b>Verification of Anniversary/Birthday Sighted</b>	Please note here what type of verification was sighted. eg. Birth/Marriage certificate and send a copy to PM&C together with this form, if possible.	
<b>PLEASE ADVISE THE AWARDS AND CULTURE BRANCH IMMEDIATELY IF CIRCUMSTANCES ARISE WHICH MAKE IT INAPPROPRIATE FOR THIS MESSAGE TO BE SENT</b>		