# REQUEST FOR CONGRATULATORY MESSAGE

***Approval must be obtained from a local state or federal MP's office***

| ***PLEASE RETURN TO:*** | **MEMBER OF PARLIAMENT:** |
|---|---|
| Strategic Communication and Protocol Branch<br>Department of Premier and Cabinet<br>1 Treasury Place<br>MELBOURNE VIC 3002<br><br>Tel: (03) 9651 6215<br><br>congratulatory.messages@dpc.vic.gov.au | **MPs Office: NEALE BURGESS MP**<br><br>**Address: 6 Eramosa Road East, SOMERVILLE VIC 3912**<br><br>**Ph: 03 5977 5600**<br><br>**Date: ……**<br><br>**Authorised by electorate office that information provided is correct**<br><br>**Name & Signature: ……**<br>**……** |

**TYPE OF VERIFICATION PROVIDED:**

**❑Birth Certificate ❑Passport ❑ Marriage Certificate ❑ Statutory Declaration**

****please specify****……..

***NOTE:** ***The application will not be processed if verification documents are not attached****

| **BIRTHDAY** | **WEDDING ANNIVERSARY** |
|---|---|
| **90 years ❑**<br>**100 years ❑** | **50 years ❑** **65 years ❑**<br>**60 years ❑** **70 years ❑** |
| **PLEASE CHOOSE TITLE** | **❑Mr ❑Mrs ❑Miss ❑Ms**<br>**❑Mr and Mrs ❑Other ……..** |
| **NOMINEE(S) FULL NAME & ADDRESS**<br>**Nominee(s) are the people celebrating the event** | |
| **ADDRESS TO WHICH MESSAGE IS TO BE SENT** **If different to above** | |
| **REQUESTOR'S FULL NAME & CONTACT NUMBER** | |
| **DATE OF ANNIVERSARY/BIRTHDAY**<br>**Requests earlier than THREE months of this date will not be accepted*<br>**Belated messages must be within ONE month of this date** | Day / Month / Year |
| **DATE MESSAGE SHOULD ARRIVE** | |

***Immediate written advice should be given to the Strategic Communication and Protocol Branch if circumstances arise which make it inappropriate for messages to be sent.***

**DPC Office Use Only:**

| Entered: | Faxed: | Posted: |
|---|---|---|
| …… (Initial) | …… (Initial) | …… (Initial) |
| …… (Date) | …… (Date) | …… (Date) |