



REQUEST FOR CONGRATULATORY MESSAGE

Protocol Unit
Department of Premier and Cabinet
GPO Box 123
HOBART TAS 7001

Phone: (03) 6270 5667
Email: protocol@dpac.tas.gov.au

Please note: it is necessary to enclose a copy of the relevant birth or marriage certificate OR a Statutory Declaration declaring the date of the birthday/marriage witnessed by a Justice of the Peace or Commissioner for Declarations.

DETAILS OF PERSON/OFFICE REQUESTING MESSAGE

Name:

.....

**Relation to the recipient
(if applicable):**

.....

Address OR Email:

.....

.....

Telephone number:

.....

DETAILS OF RECIPIENT(S) OF MESSAGE

Recipient(s) full name(s): Mr Mrs Miss Ms Mr & Mrs other

.....

**Recipient(s) date of
birth/marriage:**

.....

Recipient(s) address:

.....

.....

**Address for message
(if different to above):**

.....

.....

**Would you like the
messages to arrive early?
(up to two weeks prior):**

Please circle: Yes / No

Date required:

**Type of message
(tick appropriate box):**

Wedding Anniversary

- 50 years
- 60 years
- 65 years
-years

Birthday

- 90th
- 100th
-

Please note that confirmation will be sent to the person/office who requests the message.