# Tasmanian Government logoREQUEST 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.**