

# 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 ELECTORAL 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-anniversaryletter-from-premier](http://www.vic.gov.au/request-anniversaryletter-from-premier).

## OFFICE USE ONLY

### ELECTORAL OFFICE VERIFIED

This section is to be completed by the electoral office prior to the form and supporting documentation being submitted to [congratulatory.messages@dpc.vic.gov.au](mailto:congratulatory.messages@dpc.vic.gov.au)

Electoral Office: \_\_\_\_\_

Electoral 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: \_\_\_\_\_