# Tasmanian Government logoREQUEST FOR CONGRATULATORY MESSAGE

Protocol Unit

Department of Premier and Cabinet

GPO Box 123

HOBART TAS 7001

Phone: (03) 6270 5667

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### **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.**