

# REQUEST FOR CONGRATULATORY MESSAGE

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



Premier and Cabinet

<p>Members of the public <b>cannot lodge</b> forms directly with Department of Premier and Cabinet</p> <p><b><u>MP's PLEASE RETURN TO:</u></b>                  Strategic Communication, Engagement &amp; Protocol Branch                  Department of Premier and Cabinet                  Level 34, 121 Exhibition Street                  MELBOURNE VIC 3000</p> <p>Tel: (03) 9651 9367                  congratulatory.messages@dpc.vic.gov.au</p>	<p><b><u>ELECTORATE:</u></b></p> <p><b>MP's Office:</b>.. Office of Harriet Shing,                  Member for Eastern Victoria.</p> <p><b>Address:</b>..216 Commercial Road,                  MORWELL VIC 3840</p> <p><b>Phone:</b> 5134 8000</p> <p><b>Date:</b> .....</p> <p><i>*Authorised by electorate office that information provided is correct*</i></p> <p><b>Name &amp; Signature:</b> .....</p> <p>.....</p>
<p><b><u>TYPE OF VERIFICATION PROVIDED:</u></b></p> <p><input type="checkbox"/> Birth Certificate      <input type="checkbox"/> Passport      <input type="checkbox"/> Marriage Certificate      <input type="checkbox"/> Statutory Declaration</p> <p><i>***please specify***</i>.....</p> <p><i>*Application will not be processed if verification documents are not attached*</i></p>	
<p><b><u>BIRTHDAY</u></b></p> <p><input type="checkbox"/> 90 years      <input type="checkbox"/> Other .....</p> <p><input type="checkbox"/> 100 years</p>	<p><b><u>WEDDING ANNIVERSARY</u></b></p> <p><input type="checkbox"/> 50 years      <input type="checkbox"/> 65 years  <input type="checkbox"/> 60 years      <input type="checkbox"/> 70 years</p>
<p><b>PLEASE CHOOSE TITLE</b></p>	<p><input type="checkbox"/> Mr      <input type="checkbox"/> Mrs      <input type="checkbox"/> Miss      <input type="checkbox"/> Ms  <input type="checkbox"/> Mr and Mrs      <input type="checkbox"/> Other .....</p>
<p><b>NOMINEE(S) FULL NAME &amp; ADDRESS</b>  <i>*Nominee(s) are the people celebrating the event*</i></p>	
<p><b>ADDRESS TO WHICH MESSAGE IS TO BE SENT</b>  <i>*If different to above*</i></p>	
<p><b>REQUESTOR'S FULL NAME &amp; CONTACT NUMBER</b></p>	
<p><b>DATE OF ANNIVERSARY/BIRTHDAY</b>  <i>*Requests earlier than 3 months of this date will not be accepted*</i>  <i>*Belated messages must be within 1 month of this date*</i></p>	<p>Day    / Month    / Year</p>
<p><b>DATE MESSAGE SHOULD ARRIVE</b>  <i>* Messages will not be sent any earlier than 2 weeks before the anniversary date*</i></p>	
<p><b><i>Immediate <u>written</u> advice should be given to the Strategic Communication, Engagement and Protocol Branch if circumstances arise which make it inappropriate for messages to be sent.</i></b></p>	
<p><b>DPC Office Use Only:</b></p> <p>Amendments:</p>	