



# REQUEST FOR CONGRATULATORY MESSAGE

<p><b><u>PLEASE RETURN TO:</u></b></p> <p>Protocol and Special Events Branch          Department of Premier &amp; Cabinet          1 Treasury Place          MELBOURNE VIC 3002</p> <p>Tel: (03) 9651 5009          Fax: (03) 9651 5360          congratulatory.messages@dpc.vic.gov.au</p>	<p><b><u>INFORMANT: (Name &amp; Address of Senator/Member)</u></b></p> <p>Mary Wooldridge MP          Member for Doncaster          Suite 2, 1020 Doncaster Road          DONCASTER EAST VIC 3109</p> <p><b>Phone: 03 9841 5166</b></p> <p><b>Fax: 03 9841 5299</b></p>
<p><b>BIRTHDAY</b></p> <p>90 years <input type="checkbox"/>          100 years <input type="checkbox"/></p>	<p><b>WEDDING ANNIVERSARY</b></p> <p>50 years <input type="checkbox"/>                      65 years <input type="checkbox"/>          60 years <input type="checkbox"/>                      70 years <input type="checkbox"/></p>
<p><b>DATE OF ANNIVERSARY/BIRTHDAY</b> ➤</p>	
<p><b>DATE MESSAGE SHOULD ARRIVE</b> ➤</p> <p><i>***if different to above***</i></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</b> ➤</p> <p><i>***nominee(s) are the people celebrating their birthday or wedding anniversary***</i></p>	
<p><b>NOMINEE(S) ADDRESS</b> ➤</p>	
<p><b>ADDRESS TO WHICH MESSAGE IS TO BE SENT</b> ➤</p> <p><i>***if different to above***</i></p>	
<p><b>TYPE OF VERIFICATION PROVIDED:</b></p> <p><input type="checkbox"/>Birth Certificate      <input type="checkbox"/>Marriage Certificate      <input type="checkbox"/>Statutory Declaration</p> <p><input type="checkbox"/>Other <i>***please specify***</i> .....</p> <p><i>***NOTE: The application will not be processed if verification documents are not attached***</i></p>	
<p><b>ELECTORATE OFFICER AUTHORISATION:</b></p>	
<p><b>SIGNATURE..... DATE.....</b></p>	
<p><b><i>Immediate <u>written</u> advice should be given to the Protocol and Special Events Branch if circumstances arise which make it inappropriate for messages to be sent.</i></b></p>	