



APPLICATION FOR CONGRATULATORY

BIRTHDAY MESSAGE

Protocol Unit, GPO Box 2343, ADELAIDE SA 5001
Phone: (08) 8429 5135 or (08) 8429 5093
Email: DPCprotocol@sa.gov.au

IMPORTANT – PLEASE READ

- Please complete all sections of this form, attach the necessary photocopies and post or email to the Protocol Unit.
- The Protocol Unit process messages to be sent by the Premier of South Australia as well as advises the offices of Her Majesty The Queen, the Governor-General, the Governor, Prime Minister, Federal and State Leaders of the Opposition, and Federal and State Members of Parliaments of the Birthdays.
- Please note that messages are not sent from Her Majesty to persons who are not citizens of a Commonwealth country.
- The Protocol Unit can only process applications for recipients who are residents of South Australia. Please contact the relevant state Department of the Premier for recipients residing in other states.
- Applications should be sent to the Protocol Unit no less than two (2) months and no more than six (6) months prior to the date of the birthday. Applications received with less than two (2) months notice will be processed but cannot be guaranteed to arrive by the date of the birthday.
- Unfortunately, applications received by our office later than four weeks after the birthday cannot be processed.

PERSON REQUESTING MESSAGE

Title: _____ Name: _____ Surname: _____
 Street: _____ Suburb: _____
 State: _____ Post Code: _____ Daytime Phone: _____
 Email: _____

PERSON CELEBRATING A BIRTHDAY

Title: Mr Mrs Ms Miss Dr Prof Other: _____ Post Nominals: _____
 Name: _____ Surname: _____
 Preferred Name: _____ Maiden Name: _____
 Preferred name if different (Example – Given name is Robert prefers to be known as Bob)
 Date of Birth: / / Birthday: 90th 95th 100th 105th 110th (please circle one)
 Please note that documentary evidence (photocopy only) proving the year of birth **must** be attached to this application. A Birth Certificate is preferred, but a Statutory Declaration stating the year of birth is acceptable.

Residential Address (Not PO Box)	Postal Address
(of person celebrating birthday)	(for message to be sent, if different from residential address)
Retirement / Care Facility Name: (if applicable) _____	Name: _____
Street: _____	Street: _____
Suburb: _____	Suburb: _____
State: _____ Post Code: _____	State: _____ Post Code: _____