

Request for a Congratulatory Letter

Full name of person/couple celebrating birthday/anniversary

Please tick appropriate title Mr & Mrs Mr Mrs Ms Miss Dr

_____ *first name*

_____ *last name*

_____ *first name*

_____ *last name*

Residential address

Address for message (if different from residential address)

_____ *postcode*

_____ *postcode*

Anniversary/birthday

Wedding 50 years 60 years 65 years 70 years Other _____ years

Birthday 90 years 100 years Other _____ years

Verification provided

Wedding Marriage certificate Statutory declaration Other

Birthday Birth certificate Statutory declaration Other

Date of anniversary/birthday _____ / _____ / _____

Date message preferred _____ / _____ / _____
(if required earlier)

Contact details (person making request)

_____ *name* _____ *telephone*

_____ *address*

_____ *email*

Certification by State Member of Parliament (if submitted through their office)

The original verification document indicated above has been sighted. A copy is attached with this form.

Date _____ / _____ / _____

(_____, MP)
(Member for _____)

OFFICE USE ONLY

This form has been forwarded to the following offices:

- State Member
 Government House

- Electorate Office Received
 Prime Minister