

Congratulatory Letter information sheet

(for important additional information)

1. Congratulatory letters can be arranged for people celebrating the birthdays or anniversaries listed below. Consideration may be given to arranging letters for other anniversaries or birthdays, if there are special circumstances. For further information, please contact the Ministerial Correspondence Unit at the telephone number listed below.
2. Requests must be submitted within the timeframes indicated if letters are to be received by the date requested on the form. No guarantee of delivery can be given if requests are received outside the timeframes indicated.
3. Verification of the date of birth or marriage **must** be provided. Any **one** of the following documents is acceptable:
 - **Birth or Marriage Certificate** (short extract or photocopy acceptable); **OR**
 - **Passport or Citizenship Papers** (photocopy acceptable); **OR**
 - **Statutory Declaration** certifying that the date and place of marriage are correct, signed by a member of the family and witnessed by a Justice of the Peace/Commissioner for Declarations.
4. Requests for messages from the Prime Minister may be lodged with your local Federal Member of Parliament. Local Mayors may also send messages on many of the occasions listed, and these can be arranged by contacting the local Council direct.

Birthdays	Who sends messages	Notification required
90	Prime Minister of Australia Premier of Queensland	3 weeks
100, 105, 110	Her Majesty The Queen Governor-General of Australia Prime Minister of Australia Governor or Queensland Premier of Queensland	4 weeks
Anniversaries		
50 (Golden)	Prime Minister of Australia Premier of Queensland Governor of Queensland	3 weeks
60, 65, 70 (Diamond)	Her Majesty The Queen Governor-General of Australia Prime Minister of Australia Governor of Queensland Premier of Queensland	4 weeks

Procedure for arranging a Congratulatory Letter

1. Obtain the verification document (see 3 above).
2. Complete the request form.
3. Lodge the **request form and verification document** with your local State Member of Parliament OR forward both directly to the address below for processing.
4. Upon receipt of your request the Ministerial Correspondence Unit, Department of the Premier and Cabinet will automatically provide details to the relevant parties listed above.

For more information about **Congratulatory Letters**, please contact:
Telephone: (07) 3225 8440 Facsimile: (07) 3224 2943
Email: thepremier@premiers.qld.gov.au
(For scanned images of verification documents only)

Postal address:
The Ministerial Correspondence Unit
Department of the Premier and Cabinet
PO Box 15185
CITY EAST QLD 4002