



# APPLICATION FOR CONGRATULATORY 100<sup>th</sup> BIRTHDAY MESSAGE

Office of External Relations, Protocol Unit, GPO Box 2343, ADELAIDE SA 5001  
 Phone: (08) 8226 3631 or (08) 8226 3604  
 Facsimile: (08) 8226 9421 - Email: [protocol@dpc.sa.gov.au](mailto:protocol@dpc.sa.gov.au)

## IMPORTANT – PLEASE READ

- Please complete all sections of this form, attach the necessary photocopies and post, fax or email to the Office of External Relations, 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 for 100th, 105th, 110th 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: \_\_\_\_\_  
 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: 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

(of person celebrating birthday)

Retirement / Care Facility Name: (if applicable)

Street: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

### Postal Address

(for message to be sent, if different from residential address)

Name: \_\_\_\_\_

Street: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_