

Attachment 1 A protocol guide to Forms of Address

Key:
PN – Postnominals
Title – Mr, Mrs, Ms, Sir, Lady, etc
Ptnr – Partner

Envelope	Salutation	Invitation	Place card	How referred to	How addressed
1.1 Royalty and Vice-Regal					
Royalty					
<i>The Queen</i> Write to the Private Secretary to Her Majesty The Queen	N/A	By letter through the Premier's Department to allow a formal invitation to be extended	Her Majesty	Her Majesty The Queen	First and last meeting on each occasion Your Majesty. Otherwise Ma'am
<i>A Royal Duke</i> His Royal Highness the Prince Philip, Duke of Edinburgh or His Royal Highness the Duke of...	Your Royal Highness	By letter through the Premier's Department to allow a formal invitation to be extended	His Royal Highness	His Royal Highness the Duke of...	Your Royal Highness, then Sir
<i>A Prince</i> His Royal Highness the Prince... or His Royal Highness the Prince of...	Your Royal Highness	By letter through the Premier's Department to allow a formal invitation to be extended	His Royal Highness or The Prince (of)...	His Royal Highness or The Prince (of)...	Your Royal Highness, then Sir
<i>A Princess</i> Her Royal Highness the Princess... or Her Royal Highness the Princess of...	Your Royal Highness	By letter through the Premier's Department to allow a formal invitation to be extended	Her Royal Highness or The Princess (of)...	Her Royal Highness or The Princess (of)...	Your Royal Highness, then Ma'am
Vice-Regal					
<i>The Governor-General</i> His/Her Excellency [Title] [First name] [Surname], [PN], Governor-General of the Commonwealth of Australia	Your Excellency	Letter to the Official Secretary or Governor-General	His/Her Excellency or The Governor-General	His/Her Excellency The Governor-General of the Commonwealth of Australia	Your Excellency then [Title], [First name]
<i>Governor-General's partner</i> His/Her Excellency [Title] [First name] [Surname], [PN], Government House, Canberra ACT 2600	Your Excellency or Dear [Title] [Surname]	Letter to the Official Secretary or to [Title] [Surname]	His/Her Excellency or [Title] [Surname]	His/Her Excellency or [Title] [Surname]	Your Excellency then [Title], [Surname]

Envelope	Salutation	Invitation	Place card	How referred to	How addressed
1.1 Royalty and Vice-Regal (cont) Vice-Regal Governor <i>Her Excellency [Title] [First name] [Surname], [PN], Governor of ...</i>	Your Excellency	Letter to the Official Secretary or to Her Excellency	Her Excellency or The Governor of Queensland	Your Excellency	Your Excellency
Governor's partner <i>[Title] [Surname], [PN]</i>	Dear <i>[Title] [Surname], [PN]</i>	Letter to the Official Secretary or <i>[Title] [Surname], [PN]</i>	<i>[Title] [Surname]</i>	<i>[Title] [Surname]</i>	<i>[Title] [Surname]</i>
Former Governors/Administrators <i>(a number may be Knights and/or entitled to retain the title of 'Honourable')</i>					
The Hon. <i>[Title] [Surname], [PN]</i>	Dear <i>[Title] [First name]</i>	The Hon. <i>[Title] [First name] [Surname] [PN]</i> and <i>[Ptnr Title] [Ptnr Surname]</i>	The Hon. <i>[Title] [First name] [Surname]</i>	The Hon. <i>[Title] [First name]</i>	<i>[Title] [First name]</i>
1.2 Government and Parliament Premier The Hon. <i>[First name] [Surname] MP</i> Premier of Queensland Note: Portfolio responsibilities may change and can be checked on the internet version of the handbook <www.premiers.govnet.qld.gov.au>	Dear Premier or Premier or Dear <i>[Title] [Surname]</i>	The Honourable <i>[Initial]. [Surname] MP</i> , Premier of Queensland and <i>[Ptnr Title] [Ptnr Surname]</i>	The Premier or the Hon. <i>[Initial]. [Surname] MP</i>	The Honourable Premier of Queensland	Premier or <i>[Title] [Surname]</i>
Prime Minister The Hon. The Prime Minister of Australia	Dear Prime Minister	The Honourable <i>[Initial]. [Surname] MP</i> , Prime Minister of Australia and <i>[Ptnr Title] [Ptnr Surname]</i>	The Prime Minister	The Hon. The Prime Minister of Australia	Prime Minister or <i>[Title], [Surname]</i>
Leader of the Queensland Opposition <i>(The title Honourable is not automatically used with the position and reflects guidelines as detailed in Section 8)</i>					
The Hon. <i>[First name] [Surname] MP</i> Leader of the Opposition	Dear <i>[Title] [Surname]</i>	The Honourable <i>[Initial]. [Surname] MP</i> , and <i>[Ptnr Title] [Ptnr Surname]</i>	Leader of the Opposition or The Hon. <i>[Initial]. [Surname] MP</i>	The Honourable <i>[Title] [Surname], MP</i> , Leader of the Opposition	<i>[Title] [Surname]</i>
Members of the Federal Executive Council The Hon. <i>[Initial]. [Surname] MP</i> , Minister for...	Dear Minister or Dear <i>[Title] [Surname]</i>	The Honourable <i>[Initial]. [Surname] MP</i> , and <i>[Ptnr Title] [Ptnr Surname]</i>	The Hon. <i>[Initial]. [Surname] MP</i>	The Hon. <i>[Initial]. [Surname] MP</i> , Minister for... or The Hon. Minister for...	<i>[Title] [Surname]</i> or Minister
OR Senator the Hon. <i>[Initial]. [Surname] MP</i> , Minister for...	Dear Senator <i>[Surname]</i>	Senator the Hon. <i>[Initial]. [Surname]</i> and <i>[Ptnr Title] [Ptnr Surname]</i>	Senator the Hon. <i>[Initial]. [Surname]</i>	Senator the Hon. <i>[Initial]. [Surname]</i> , Minister for... or The Hon. Minister for...	Senator or Minister <i>[Surname]</i>



Envelope	Salutation	Invitation	Place card	How referred to	How addressed
1.2 Government and Parliament (cont)					
Members of Executive Council The Hon. [Initial]. [Surname] MP, Minister for...	Dear Minister or Dear [Title] [Surname]	The Honourable [Initial]. [Surname] MP, and [Ptr Title] [Ptr Surname]	The Hon. [Initial]. [Surname] MP	The Hon. [Initial]. [Surname] MP, Minister for... or The Hon. Minister for...	[Title] [Surname] or Minister
Speaker of the Legislative Assembly The Hon. [Initial]. [Surname] MP, Speaker of the Legislative Assembly of Queensland	Dear [Title] Speaker	The Honourable [Initial]. [Surname] MP, and [Ptr Title] [Ptr Surname]	The Hon. [Initial]. [Surname] MP, or The Speaker	The Hon. [Initial]. [Surname] MP, Speaker of... Legislative Assembly of Queensland	[Title] Speaker
Speaker of House of Representatives The Hon. [Initial]. [Surname] MP, Speaker of the House of Representatives	Dear [Title] Speaker	The Honourable [Initial]. [Surname] MP, and [Ptr Title] [Ptr Surname]	The Hon. [Initial]. [Surname] MP, or [Title] Speaker	The Hon. [Initial]. [Surname] MP, Speaker of the House of Representatives	[Title] Speaker
Members of Parliament [Title] [Initial]. [Surname] MP	Dear [Title] [Surname]	[Title] [Initial]. [Surname] MP The Honourable [Initial]. [Surname]	[Title] [Initial]. [Surname] MP	[Title] [Initial]. [Surname] MP, or the Member for...	[Title] [Surname]
Members of other Legislatures The Hon. [Initial]. [Surname] MLC* [Title] [Initial]. [Surname] MLC	Dear [Title] [Surname]	[Title] [Initial]. [Surname] MLC and [Ptr Title] [Ptr Surname]	[Title] [Initial]. [Surname] MLC	[Title] [Initial]. [Surname] MLC	[Title] [Surname]

*Other states have two Houses of Parliament – a Legislative (or House of) Assembly and a Legislative Council. Therefore, in other States, the title could be MP, MHA, MLA or MLC – MP is used instead of MLA in NSW, Vic and SA, MHA in Tasmania. (Queensland only has a Legislative Assembly.) Prior to October 2000 members of the Queensland Legislative Assembly used the suffix MLA. The Commonwealth Parliamentary Association (Queensland Branch) on 19 October 2000 resolved that “Members of the Legislative Assembly should be known as MP and not MLA”.

President of the Senate Senator the Hon. [Initial]. [Surname], President of the Senate	Dear [Title] President	Senator the Hon. [Initial]. [Surname] [Ptr Title] [Ptr Surname]	Senator [Surname]	Senator the Hon. [Initial]. [Surname] President of the Senate	[Title] President
Senator Senator the Hon. [Initial]. [Surname], President of the Senate	Dear Senator [Surname]	Senator the Hon. [Initial]. [Surname]	Senator the Hon. [Initial]. [Surname]	Senator the Hon. [Initial]. [Surname], Minister for... or The Hon. the Minister	Senator
Former Premiers (A number may be Knights and have been permitted to retain the title of ‘Honourable’, eg. for a former Premier although not all former Queensland Premiers have retained the title Honourable.)	Dear [Title] [Surname]	The Hon. [Title] [First Name] [Surname] [PN] and [Ptr Title] [Ptr Surname]	The Hon. [Title] [First Name] [Surname]	[Title] [First Name]	[Title] [First Name]
Former Executive Councillors who retain the title ‘Honourable’ A person who has been a member of the Executive Council for longer than 3 years may, upon application and subsequent approval, retain the title ‘Honourable’.	Dear [Title] [Surname]	The Hon. [Initial]. [Surname] and [Ptr Title] [Ptr Surname]	The Hon. [Initial]. [Surname]	The Hon. [Initial]. [Surname]	[Title] [Surname]



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1.2 Government and Parliament (cont)					
Former Members of the Executive Council (Who don't retain the title 'Honourable')					
<i>[Title] [Initial]. [Surname]</i>	Dear <i>[Title] [Surname]</i>	<i>[Title]</i> and <i>[Ptrn Title] [Initial]. [Surname]</i>	<i>[Title] [Initial]. [Surname]</i>	<i>[Title] [Initial]. [Surname]</i>	<i>[Title] [Surname]</i>
1.3 Judiciary					
Chief Justice					
The Hon. <i>[First Name] [Surname]</i> , <i>[PN]</i> Chief Justice of Queensland or The Hon. <i>[Title] Justice [Initial]. [Surname]</i> , <i>[PN]</i> Chief Justice of Queensland	Dear Chief Justice or Your Honour	The Hon. <i>[First Name] [Surname]</i> , <i>[PN]</i> and <i>[Ptrn Title] [Ptrn Surname]</i>	The Chief Justice	The Hon. The Chief Justice of Queensland	Chief Justice
Justices of The Supreme Court					
The Hon. <i>[Title] Justice [Initial]. [Surname]</i> <i>[PN]</i>	Dear Justice <i>[Surname]</i>	The Hon. <i>[Title] Justice [Initial]. [Surname]</i> <i>[PN]</i> and <i>[Ptrn Title] [Ptrn Surname]</i>	The Hon. <i>[Title] Justice [Initial]. [Surname]</i>	<i>[Surname]</i> , Justice of the Supreme Court of Qld	Your Honour or Justice <i>[Surname]</i>
District Court Judges					
His Honour Judge <i>[Initial]. [Surname]</i>	Dear Judge	His Honour Judge <i>[Initial]. [Surname]</i> <i>[PN]</i> and <i>[Ptrn Title] [Ptrn Surname]</i>	Judge <i>[Surname]</i>	His Honour Judge <i>[Initial]. [Surname]</i> of the District Court	Judge
Former Chief Justices (A number may be knights and/or entitled to retain the title of 'Honourable'.)					
The Hon. <i>[Title] [First Name] [Surname]</i> , <i>[PN]</i>	Dear <i>[Title] [First Name] [Surname]</i>	The Hon. <i>[Title] [First Name] [Surname]</i> <i>[PN]</i> and <i>[Ptrn Title] [Ptrn Surname]</i>	The Hon. <i>[Title] [First Name] [Surname]</i>	<i>[Title] [First Name] [Surname]</i>	<i>[Title] [First Name]</i> or <i>[Title] [Surname]</i>
Former Justices of The Supreme Court Former Justices are entitled to retain the title, 'Honourable', following application for its use and receiving subsequent approval.					
The Hon. <i>[Initial]. [Surname]</i>	Dear <i>[Title] [Surname]</i>	The Hon. <i>[Initial]. [Surname]</i> and <i>[Ptrn Title] [Ptrn Surname]</i>	The Hon. <i>[Initial]. [Surname]</i>	The Hon <i>[Initial]. [Surname]</i>	<i>[Title] [Surname]</i>
1.4 Local Government					
The Lord Mayor Of Brisbane					
The Right Hon. The Lord Mayor of Brisbane, Councillor <i>[Initial]. [Surname]</i>	Dear Lord Mayor	<i>Male Mayor:</i> The Right Hon. The Lord Mayor (and the Lady Mayoress) of Brisbane, or <i>Female Mayor:</i> The Right Honourable The Lord Mayor of Brisbane (and <i>[Ptrn Title]</i> <i>[Initial]. [Ptrn Surname]</i>)		The Right Hon. the Lord Mayor of Brisbane, Cr <i>[Initial]. [Surname]</i> Lord Mayor	Lord Mayor
Mayors of other Cities and Towns					
Cr <i>[Initial]. [Surname]</i> , Mayor of ..., or His/Her Worship the Mayor of ..., Cr <i>[Initial]. [Surname]</i>	Dear Cr <i>[Surname]</i> or Dear <i>[Title]</i> Mayor	Cr <i>[Surname]</i> <i>[PN]</i> and <i>[Ptrn Title] [Ptrn Surname]</i> or His/Her Worship the Mayor of ... and <i>[Ptrn Title] [Ptrn Surname]</i>	Cr <i>[Initial]. [Surname]</i> or His/Her Worship The Mayor or The Mayor of the City of ...	Cr <i>[Surname]</i> or His/Her Worship the Mayor or The Mayor of the City of ...	Cr <i>[Surname]</i> or <i>[Title]</i> Mayor

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1.4 Local Government (cont)					
Councillors					
Cr [Initial]. [Surname]	Dear Cr [Surname]	Cr and [Ptrn Title] [Initial]. [Ptrn Surname]	Cr [Surname]	Cr [Surname]	Cr [Surname]
1.5 Diplomatic and Consular Corps					
Ambassadors					
His/Her Excellency [Title] [Initial]. [Surname], Ambassador of ...	Your Excellency	His/Her Excellency [Title] [Initial]. [Surname] and [Ptrn Title] [Ptrn Surname]	His/Her Excellency	His/Her Excellency or The Ambassador of...	Your Excellency or [Title] Ambassador
High Commissioners					
His/Her Excellency [Title] [Initial]. [Surname], High Commissioner for ...	Your Excellency	His/Her Excellency [Title] [Initial]. [Surname]	His/Her Excellency	His/Her Excellency or The High Commissioner for ...	Your Excellency or [Title] High Commissioner
Charge d'affaires					
[Title] [Initial]. [Surname], Charge d'Affaires, ... Embassy	Dear [Title] [Surname]	[Title] [Initial]. [Surname] and [Ptrn Title] [Ptrn Surname]	[Title] [Initial]. [Surname]	[Title] [Initial]. [Surname], Charge d'Affaires ... Embassy	[Title] [Surname]
Consuls					
[Title] [Initial]. [Surname], Consul (or Honorary Consul) of ...	Dear [Title] [Surname]	[Title] and [Ptrn Title] [Surname]	[Title] [Surname]	[Title] [Initial]. [Surname], The Consul of ...	[Title] [Surname] or [Title] Consul
1.6 Military					
Senior officers according to rank					
Military – Maj. Gen. [Initial]. [Surname] [PN]	Dear Maj. Gen. [Surname]	Maj. Gen. [Initial]. [Surname], [PN] and [Ptrn Title] [Ptrn Surname] or Maj. Gen. [Initial]. and [Ptrn Title] [Ptrn Surname]	Maj. Gen. [Initial]. [Surname]	General [Surname], Commander...	General or Sir/Madam
Air Force – Air Commodore [Initial]. [Surname] [PN]	Dear Air Commodore [Surname]	Air Commodore [Surname], [PN] and [Ptrn Title] [Ptrn Surname] or Air Commodore and [Ptrn Title] [Surname]	Air Commodore [Surname]	Air Commodore [Surname], Officer Commanding...	Air Commodore or Sir/Madam
Naval – Captain [Initial]. [Surname] [PN]	Dear Captain [Surname]	Captain [Initial]. [Surname] [PN] and [Ptrn Title] [Ptrn Surname] or Captain and [Ptrn Title] [Surname]	Captain [Initial]. [Surname]	Captain [Surname], Naval Officer Commanding...	Captain or Sir/Madam
1.7 Religious					
Heads of Anglican Church of Australia					
Archbishop					
His Grace the Most Rev. [Initial]. [Surname], Archbishop of ... or The Most Rev. the Archbishop of ...	Your Grace or Most Rev. Sir	His Grace the Archbishop of... and [Ptrn Title] [Initial]. [Ptrn Surname]	Archbishop [Surname]	His Grace the Most Rev. [Initial]. [Surname], Archbishop of...	Your Grace

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1.7 Religious (cont)					
Bishop					
The Right Rev. [Initial]. [Surname], Bishop of ... or The Right Rev. the Bishop of ...	Dear Bishop or My Lord Bishop or Right Rev. Sir	The Right Rev. [Initial]. [Surname] and [Ptr Title] [Ptr Surname] or The Right Rev. [Initial]. and [Ptr Title] [Ptr Surname]	Bishop [Surname]	The Right Rev. [Initial]. [Surname], Bishop of ... or Bishop of ..., Bishop [Surname]	Bishop [Surname] or My Lord
Dean					
The Very Rev. [Initial]. [Surname], Dean of ... or The Very Rev. the Dean of ...	Dear Dean or Very Rev. Sir	The Dean of ..., The Very Rev. [Initial]. [Surname], and [Ptr Title] [Ptr Surname]	Dean [Surname]	The Very Rev. [Initial]. [Surname], Dean of ... or Dean of ..., Dean [Surname]	Dean [Surname]
Archdeacon					
The Venerable Archdeacon [Initial]. [Surname], Archdeacon	Dear Archdeacon	The Venerable Archdeacon and [Ptr Title] [Initial]. [Ptr Surname] or The Venerable Archdeacon [Initial]. [Surname] and [Ptr Title] [Ptr Surname]	Archdeacon [Surname]	The Venerable Archdeacon [Surname], Archdeacon of... or Archdeacon [Surname], Archdeacon of...	Archdeacon [Surname]
Canon					
The Rev. Canon [Initial]. [Surname]	Dear Canon [Surname]	The Rev. Canon and [Ptr Title] [Initial]. [Ptr Surname] or The Rev. Canon [Initial]. [Surname] and [Ptr Title] [Ptr Surname]	Canon [Surname]	The Rev. Canon [Initial]. [Surname]	Canon [Surname]
Other clergy					
The Rev. [Initial]. [Surname]	Dear Rev. [Surname] or Dear Father [Surname] or Dear Rector or Dear Vicar	The Reverend and [Ptr Title] [Ptr Surname]	The Rev. [Initial]. [Surname]	The Rev. [Initial]. [Surname]	Father [Surname] or [Title] [Surname]
Catholic Church in Australia					
Cardinal					
His Eminence the Cardinal Archbishop of... or His Eminence Cardinal [Surname]	Your Eminence or Dear Cardinal	By letter	Cardinal [Surname]	His Eminence the Cardinal Archbishop of...or Cardinal [Surname]	Your Eminence
Archbishop					
His Grace the Most Rev. [Initial]. [Surname], Archbishop of ..., or The Most Rev. the Archbishop of ...	Your Grace or Most Rev. Sir	His Grace the Archbishop of...	Archbishop [Surname]	His Grace the Most Rev. [Initial]. [Surname], Archbishop of... or Archbishop [Surname]	Your Grace
Bishop					
The most Rev. [Initial]. [Surname], Bishop of ..., or The Most Rev. Bishop of ...	My Lord or Dear Bishop	The Right Rev. [Initial]. [Surname] or Bishop of ...	Bishop [Surname]	The Right Rev. [Initial]. [Surname], Bishop of ... or Bishop [Surname]	My Lord
Monsignor					
The Rev. Monsignor [Initial]. [Surname]	Dear Monsignor	The Rev. Monsignor [Initial]. [Surname]	Monsignor [Surname]	The Rev. Monsignor [Initial]. [Surname]	Monsignor [Surname]

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1.7 Religious (cont)

Clergy of all denominations with rank of

Priest

The Rev. [Initial]. [Surname]	Dear Father [Surname]	The Rev. [Initial]. [Surname]	Father [Surname]	Father [Surname]	Father
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The Right Reverend

The Right Rev. [Initial]. [Surname]	Dear [Title] [Surname]	The Right Rev. [Initial]. [Surname]	The Right Rev. [Initial]. [Surname]	The Right Rev. [Initial]. [Surname]	[Title] [Surname] or Rev. [Surname]
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The Reverend

The Rev. [Initial]. [Surname]	Dear [Title] [Surname]	The Rev. [Initial]. [Surname]	The Rev. [Initial]. [Surname]	The Rev. [Initial]. [Surname]	[Title] [Surname] or Rev. [Surname]
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Jewish Rabbi

Rabbi [Initial]. [Surname]	Dear Rabbi [Surname]	Rabbi [Initial]. [Surname]	Rabbi [Surname]	Rabbi [Surname]	Rabbi [Surname]
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Pastor

Pastor [Initial]. [Surname]	Dear [Title] [Surname]	Pastor [Initial]. [Surname]	Pastor [Surname]	Pastor [Surname]	Pastor [Surname]
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Salvation Army

(Rank) [Initial]. [Surname]	Dear (Rank) [Surname]	(Rank) [Surname]	(Rank) [Surname]	(Rank) [Surname]	(Rank) [Surname]
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1.8 Honours recipients

Privy Councillors

Normally former Governors-General or Senior Parliamentarians. The post nominals PC after the name are not used in Australia. The practice of conferring the honour of Privy Councillor was discontinued in 1990.

The Right Hon [Initial]. [Surname] [PN]	Dear [Title] [Surname]	The Right Hon [Initial]. [Surname] [PN] and [Ptr Title] [Ptr Surname]	The Right Hon [Initial]. [Surname]	[Title] [Surname]	[Title] [Surname]
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Citizens with honours or decorations

[Title] [Initial]. [Surname], OAM	Dear [Title] [Surname]	[Title] [Surname], OAM and [Title] [Surname]	[Title] [Initial]. [Surname] OAM	[Title] [Surname]	[Title] [Surname]
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Knights of the various orders

KBE is used as an example only – refer to Order for Precedence of Honours and Awards

Sir [First Name] [Surname], KBE	Dear Sir [First Name]	Sir [First Name] [Surname], KBE & Lady [Surname]	Sir [First Name] [Surname], KBE	Sir [First Name] [Surname], KBE	Sir [First Name]
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Dear Dame [First Name]	Dame [First Name]	In her own right Dame [First Name] [Surname], DBE and [Ptr Title] [Ptr Surname]. In her husband's honour [Title] [Initial]. [Surname] and Dame [First Name] [Surname], DBE	Dame [First Name]	Dame [First Name] [Surname]	Dame [First Name]
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Knights Bachelor	Dear Sir [First Name]	Sir [First Name] & Lady [Surname]	Sir [First Name] [Surname]	Sir [First Name] [Surname]	Sir [First Name]
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1.9 Sister States

The Queensland Government has Sister State arrangements with:

- State of South Carolina, United States of America;
- Municipality of Shanghai, People's Republic of China;
- Prefecture of Saitama, Japan;
- Prefecture of Osaka, Japan;
- Province of Gyeonggi, Republic of Korea;
- Province of Central Java, Republic of Indonesia.

United States of America

Governor

The Honorable *[First Name] [Surname]*
Governor of *[State]*

Dear Governor *[Surname]*

The Honorable *[First Name] [Surname]*
Governor of *[State]*

The Governor of *[State]*

Governor *[Surname]*
or
The Honorable *[First Name]*
[Surname], Governor of *[State]* (or
the State of *[State]*)

Governor *[Surname]*
or
Governor
or
Sir

Lieutenant Governor of a State

The Honorable *[First Name] [Surname]*,
Lieutenant Governor of *[State]*

Dear *[Title] [Surname]*

[Title] [Surname]

[Title] [Surname]

[Title] [Surname]
or
The Honorable *[First Name]*
[Surname], Lieutenant Governor of
[State]

[Title] [Surname]

President of the Senate of a State

The Honorable *[First Name] [Surname]*
President of the Senate of the State
of *[State]*

Dear *[Title] [Surname]*

[Title] [Surname]

[Title] [Surname]

[Title] [Surname] or
The President of the Senate of
[State], *[Title] [Surname]* or The
Honorable *[First Name] [Surname]*,
President of the Senate of the State
of *[State]*

[Title] [Surname]

State Senator

The Honorable *[First Name] [Surname]*
[State] Senate (or Senate of *[State]*)

Dear *[Title] [Surname]*

[Title] [Surname]

[Title] [Surname]

[Title] [Surname]
or
The Honorable *[First Name]*
[Surname], *[State]* State Senator

[Title] [Surname]

Envelope	Salutation	Invitation	Place card	How referred to	How addressed
People's Republic of China					
Governor					
His/Her Excellency <i>[Surname] [First name]</i> Governor of <i>[Province]</i>	Your Excellency	His/Her Excellency <i>[Surname] [First name]</i> Governor of <i>[Province]</i>	His/Her Excellency	His/Her Excellency	Your Excellency <i>[Surname]</i> or Governor <i>[Surname]</i>
Mayor of Shanghai					
His/Her Excellency <i>[Surname] [first name]</i> Mayor of Shanghai	Your Excellency	His/Her Excellency <i>[First Name] [Surname]</i> Mayor of Shanghai	His/Her Excellency	His/Her Excellency	Your Excellency <i>[Surname]</i> or Mayor <i>[Surname]</i>
Secretary Chinese Communist Party					
His/Her Excellency <i>[Surname] [first name]</i> Party Secretary of <i>[Place Name]</i>	Your Excellency	His/Her Excellency	His/Her Excellency <i>[Surname]</i> Party Secretary of <i>[Place Name]</i>	His/Her Excellency	Your Excellency or Party Secretary <i>[Surname]</i>
Members of the Peoples Congress; Members of the Standing Committee; Chinese People's Political Consultative Congress					
<i>[Position]</i> Mr/Madame <i>[Surname] [First Name]</i>	Dear Mr/Madame <i>[Surname]</i>	<i>[Position]</i> Mr/Madame <i>[Surname]</i>	<i>[Position]</i> Mr/Madame <i>[Surname]</i>	<i>[Position]</i> <i>[Surname]</i> or Mr/Madame <i>[Surname]</i>	Mr/Madame <i>[Surname]</i>
Japan					
Governor					
His/Her Excellency <i>[First Name] [Surname]</i> Prefecture of <i>[Saitama/Osaka]</i>	Your Excellency	His/Her Excellency <i>[First Name] [Surname]</i> Prefecture of <i>[Saitama/Osaka]</i>	His/Her Excellency	His/Her Excellency	Your Excellency
Vice-Governor					
His/Her Excellency <i>[First Name] [Surname]</i> Vice-Governor Prefecture of <i>[Saitama/Osaka]</i>	Your Excellency	His/Her Excellency <i>[First Name] [Surname]</i> Vice-Governor Prefecture of <i>[Saitama/Osaka]</i>	His/Her Excellency	His/Her Excellency	Your Excellency
Republic of Korea					
Governor					
<i>[Title] [Surname] [First Name]</i> Governor of Gyeonggi Province	Dear <i>[Title] [Surname]</i>	<i>[Title] [Surname] [First Name]</i> Governor of Gyeonggi Province	<i>[Title] [Surname]</i>	<i>[Title] [Surname]</i>	<i>[Title] [Surname]</i>
Members of National, Provincial of Municipal Assembly					
<i>[Title] [Surname] [First Name] [Position]</i>	<i>[Title] [Surname]</i>	<i>[Title] [Surname] [First Name] [Position]</i>	<i>[Title] [Surname]</i>	<i>[Title] [Surname]</i>	<i>[Title] [Surname]</i>

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Republic of Indonesia

Note: Indonesian officials tend to use abbreviated military and academic titles before their names

Governor

His/Her Excellency *[Title Military or academic] [First Name] [Surname]*
Province of Central Java

Your Excellency

His/Her Excellency *[Title Military or academic] [First Name] [Surname]* Province of Central Java

His/Her Excellency *[Surname]*

His/Her Excellency *[Surname]*

Your Excellency

Vice-Governor

His/Her Excellency *[Title Military or academic] [First Name] [Surname]*
Province of Central Java

Your Excellency

His/Her Vice-Excellency *[Title Military or academic] [First Name] [Surname]* Province of Central Java

His/Her Excellency

His/Her Vice-Excellency

Your Excellency