

Attachment 11.1 Congratulatory Letter information sheet

Congratulatory letters can be arranged for people celebrating birthdays and 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 Executive Correspondence Unit at the telephone number listed below.

Requests must be submitted within the timeframes indicated if recipients are to receive their letter by the date requested on the form. No guarantee of delivery can be given if requests are received outside the timeframes indicated.

Verification of the date of birth or marriage must be provided. One of the following documents is acceptable:

- **Photocopy of Birth or Marriage Certificate** (short extract acceptable)
- **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.
- **Photocopy of Passport or Citizenship Papers** (birthdays only).

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 council directly.

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

Procedure for arranging a Congratulatory Letter

1. Complete the request form 'Attachment 11.2 Request for a Congratulatory Letter'
2. Obtain the verification document (see 3 above)
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 Executive 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:
Postal address: The Executive Correspondence Unit
Department of the Premier and Cabinet
PO Box 15185
CITY EAST QLD 4002

Telephone: (07) 3003 9268
Facsimile: (07) 3224 2943
Email: the.premier@premiers.qld.gov.au

