**BUCKINGHAM PALACE**

# Birthday Messages

In order to receive a congratulatory message from The Queen for 100th, 105th birthdays and every year thereafter, it is necessary to complete the form overleaf and return it to the Anniversaries Office, Buckingham Palace, London SW1A 1AA. **Please DO NOT return this form until three weeks before the celebration date**. It is possible to receive a belated message up to six months after the event.

**There is no charge for this service, but where possible you should provide this office with documentary proof of the occasion as noted below:-**

a) A good **photocopy** of the celebrant's birth certificate which will be returned to you in due course. You will receive prompt acknowledgement of your application confirming that a message will be sent and returning all documents to you. Please check that all the details are correct and contact the Anniversaries Officer on 020 7930 4832 if they are not.

You can obtain a certified copy of the birth certificate from the appropriate General Register Office:

| **in England or Wales** | **or in Scotland** | **or in Northern Ireland** |
|---|---|---|
| The General Register Office<br>Southport<br>Tel. 0845 603 7788 | The General Register Office<br>Edinburgh<br>Tel. 013 1314 4488 | The Centenarian Clerk<br>Central Appointments Unit<br>Belfast<br>Tel. 028 9052 8193 |

b) Alternatively, if you do not have a copy of the birth certificate and do not wish to purchase one, and if the celebrant is a resident of the United Kingdom and in receipt of a State Pension, you may return the completed application form to the Anniversaries Office at Buckingham Palace without including a certificate. The celebrant's details will then be verified directly with the Department for Work and Pensions.

c) As it is The Queen's custom only to send messages to citizens of one of Her Realms or UK Overseas Territories, those born overseas, or who currently live abroad, must provide evidence of their British nationality. This can be in the form of photocopies of the relevant pages of a recent British passport.

**Please note that a representative from the Department for Work and Pensions may wish to arrange a visit to see the celebrant before their birthday.**

*For residents in Australia, Canada and New Zealand you must apply directly to your Governor-General. For contact details please telephone the Anniversaries Office on 0207 930 4832 or visit the website below.*

**The Anniversaries Officer, Private Secretary's Office**

For further information please see our website www.royal.gov.uk/anniversaries

For office use only

| Type | Date | Forename(s) | Surname |
|---|---|---|---|
| | | | |

# Application for Birthday Message

**Please complete all sections, where appropriate, in black ballpoint pen in block capitals.**

## Celebrant Details

| | |
|---|---|
| Type of Birthday | |
| Surname | Titles |
| Forename(s) | |
| Maiden Name (if appropriate) | Town of Birth |
| Present Home Address | |
| | |
| | |
| | Post Code |
| Date of Birthday | Celebration Date (if up to 5 days earlier) |
| It is possible to receive a belated message up to 6 months after the anniversary date. If this application is for a belated message, please tick the box. | ☐ |

## Applicant Details

| | |
|---|---|
| Surname | Title |
| Forename(s) | |
| Address | |
| | |
| | |
| | |
| | Post Code |
| Telephone Number (Day) | Relationship to Celebrant |

| |
|---|
| Further Comments (if any) |

**Data Protection**

The information you provide on this form will be processed on a database, strictly for the purposes of your application and in accordance with relevant legislation. It may be distributed to other government agencies solely for the administering of anniversary messages.