



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. **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 in section 1 and also section 2 (if applicable):-

- 1a) 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.

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

in England or Wales

The General Register Office
Southport
Tel. 0300 123 1837

or in Scotland

National Records of Scotland
Edinburgh
Tel. 0131 314 4411

or in Northern Ireland

The General Register Office
Belfast
Tel. 0300 200 7890

- 1b) 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. **If you choose this option you may have to wait up to a week prior to the birthday before you receive a confirmation letter.**
- 2) 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 Office, Buckingham Palace, London SW1A 1AA

Tel. 0207 930 4832

For further information, to view frequently asked questions and to apply online please see;
The British Monarchy website - www.royal.gov.uk

Type	Date	Forename	Surname
------	------	----------	---------

Birthday Message Application

Please complete all sections in block capital using a black ballpoint pen.

Details of the Celebrant	
Type of Birthday:	
Date of Birth:	Celebration Date: (only if up to 5 days earlier)
Title: (eg Mr./Mrs.)	Town of Birth:
Surname:	Maiden Name: (if applicable)
Forename(s):	
Present Home Address: _____ _____ _____ _____	
Postcode: _____	

Details of the Applicant	
Surname:	Title:
Forename(s):	
Address: _____ _____ _____ _____	
Postcode: _____	
Daytime Telephone Number:	Relationship to Celebrant:
Please provide an email address in order to receive a prompt email confirmation. (Note – in this instance your documentation will be destroyed and not returned)	
Email Address: _____	

Messages from Her Majesty are available in the Welsh language. Please indicate in the space below if you would prefer to receive the message in Welsh or English.

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. Please note that by giving your details you are agreeing to make your information available to the celebrants should they request to know who made the application.



BUCKINGHAM PALACE

Frequently Asked Questions

1. Which anniversaries/birthdays does The Queen send congratulatory messages for?

The Queen sends messages of congratulations for Diamond (60th), 65th and Platinum (70th) wedding anniversaries and every year thereafter. Her Majesty also arranges messages for 100th, 105th birthdays and every year thereafter.

2. Can a message be sent after the anniversary/birthday has passed?

It is possible to receive a belated message up to six months after the event.

3. The event was longer than six months ago. Can I still apply for a belated message?

Unfortunately, it is not possible to arrange a message for an event which took place more than six months previously. However, it may be possible to arrange a message for the anniversary/birthday the following year. An application should be made as usual, three weeks before the next anniversary/birthday.

4. How soon can I apply for a message from The Queen?

The Anniversaries Office accepts applications for wedding and birthday messages no sooner than three weeks before the celebration. (A two week extension can be allowed for holiday periods i.e Christmas and Easter).

5. I am applying for an anniversary message and cannot supply a copy of the marriage certificate. Can I still apply without it?

If you cannot supply a copy of the marriage certificate, you may wish to contact the appropriate General Register Office who can search for the marriage details and confirm them directly with the Anniversaries Office. Contact details can be found on the application form.

6. I am applying for a birthday message and cannot supply a copy of the birth certificate. Can I still apply without it?

If you cannot supply a copy of the birth certificate and the celebrant is in receipt of a state pension, you can send the completed form to the Anniversaries Office who will check the details with the Department for Work and Pensions.

7. The celebrant(s) live(s) overseas. Can I still apply for a message? (Excluding Australia, Canada and New Zealand)

Her Majesty only sends messages to people who are current citizens of Her Realms and UK Overseas Territories. It would therefore be necessary for you to supply the Anniversaries Office with proof of the celebrant(s) British Nationality (i.e A photocopy of a current or recent British Passport).

8. The celebrant(s) live(s) in Australia, Canada, or New Zealand. What do I need to do?

It may be possible for residents of Australia, Canada or New Zealand to receive a message of congratulations from The Queen. It is necessary for you to arrange this through Her Majesty's representative, the Governor-General. Please call the Anniversaries Office for contact details.

9. Where do I send the completed form to?

Please send the completed application form along with any necessary documentation to the ***Anniversaries Office, Buckingham Palace, London, SW1A 1AA.***

10. How much does it cost to arrange a message from Her Majesty?

No charge is made by Buckingham Palace to send a message of congratulations from The Queen.

11. How is the message sent and when is it likely to arrive?

Her Majesty's messages are sent via Royal Mail Special Delivery and are guaranteed to arrive before 1pm on the day of the event. (In the event of the celebration falling on a Sunday, the message will be delivered on Saturday).

12. Can the message be sent to arrive before the anniversary/birthday?

It is possible to request a message be delivered up to a maximum of 5 days before the event.

13. The celebrant(s) has/have received a message before. Do I need to apply again?

In order for the Anniversaries Office to send a message it is necessary for them to receive a written application. You can do this by completing and returning the appropriate application form. If the celebrant(s) has/have received a message before it would **not** be required to provide documentary evidence on this occasion.

14. The certificate I have copied is too long for one sheet of A4 paper. Will it be accepted in two halves?

If the certificate which you are copying will not fit on to one sheet of A4 paper, it is acceptable for the Anniversaries Office to receive it in two halves or alternatively on A3 paper. However, please ensure you have copied the left hand side of the certificate stating the marriage/birth place and date along with the celebrant(s) name(s).

15. Is it possible to arrange an anniversary/birthday message to be sent posthumously?

It would not be appropriate for The Queen to send a congratulatory message when a celebrant has passed away.

16. How will I know if my application has been received?

The Anniversaries Office will write to confirm the application has been received and approved whilst returning any documentation that may have been sent.

17. In view of any industrial action affecting postal services, can I allow more time to send in my application?

The Anniversaries Office is happy to accept applications four to five weeks before the anniversary/birthday whilst Royal Mail's industrial action takes place.

18. The celebrants now use a different surname to the one stated on the marriage certificate. Do I need to provide proof?

If the couple's surname has changed since their marriage, is it essential for you to provide proof of their name change. This can be in the form of a copy of the Deed Poll or copy of the London Gazette entry (www.london-gazette.co.uk). If no official documentation can be found to support the name change, a congratulatory message can still be arranged in the name as stated on the marriage certificate.