

## **Congratulatory Messages - Frequently Asked Questions**

A few answers to commonly asked questions:

### **1. When will the Congratulatory Messages arrive?**

The requested messages will arrive approximately 4-6 weeks prior to the occasion date unless an earlier reception date is indicated if we have received at least eight (8) weeks' notice prior to the required delivery date. While we are pleased to accept requests which arrive late, we cannot guarantee that the messages will be sent by the celebration date.

### **2. Can I receive a Congratulatory Message from The King without providing "proof"?**

Yes, your agreement is required to the declaration that "I solemnly declare that all of the information provided in this application is true". Please confirm that you have checked (web form) or signed (printed form) the declaration at the bottom on the application form. Once you have agreed to the declaration, proof of birth or marriage isn't required to receive greetings from The King.

### **3. Who can apply for Congratulatory Messages?**

The Office of Protocol only processes applications for current residents of British Columbia who are 75 years of age or older or have been married for 25 years or longer.

### **4. Why do I need to include the celebrant address if I want the Congratulatory Messages sent to a different address?**

We require the celebrant address to identify which constituency they live in to request a Congratulatory Message from the appropriate Member of the Legislative Assembly.

### **5. When can I submit my application for Congratulatory Messages?**

Congratulatory message requests will be accepted up to 12 months in advance of the occasion date or no more than 12 months after the occasion date. Requests for messages from The King will be accepted up to 6 months in advance of the occasion date or predated up to 6 months. Please allow a minimum of eight (8) weeks for the processing of your request.

### **6. Why do I need to include a gender for the celebrant(s)?**

The Governor General's Office will include the applicable prefix on the certificate. If gender is unclear from name, they will contact the Protocol Office to find out.

**7. Can the Office of Protocol place a rush on my application?**

We do our best to give each and every request we receive every day the importance it deserves. Requests will be processed in the order that they are received. We will do our best to process the requests in a timely manner.

**8. Can I request Congratulatory Messages even though the celebrant is not old enough yet or the couple has not been married for the minimum number of years?**

No, the minimum requirements must be met (see question 3).

**9. Can the Office of Protocol request Congratulatory Messages from Members of Parliament and/or Mayors?**

At this time our services do not extend to Members of Parliament (MPs) or Mayors. You can, however, contact your local MP or Mayor's office directly in order to request greetings.

**10. How much room for the celebrant(s) name(s) is there on the certificate?**

There is room for 36 characters (including spaces) for birthday greetings. There is room for 31 characters (including spaces) for both celebrant's names together for anniversary greetings. Please ensure your submission does not exceed these limits.

**11. Can I include a middle name on the request?**

Yes, please include the middle name in the First Name field of the form. (see question 10 for the character limit)

**12. Where can I find the online application form?**

<http://www.gov.bc.ca/congratulatorymessages>

**13. How do I cancel or make a correction to my request for Congratulatory Messages after I have submitted it?**

Please contact the Office of Protocol directly and we will cancel or make the change for you. Phone: (250) 387-1616 Fax: (250) 356-2814 or email [protocol@gov.bc.ca](mailto:protocol@gov.bc.ca)

**14. Can I add a personalized note to the Congratulatory Messages or include the requester's name on the messages?**

Not at this time.

**15. How do I request a Congratulatory Message from the Premier of British Columbia for a group or organization?**

Please contact the Premier's Correspondence Branch by email at [premier@gov.bc.ca](mailto:premier@gov.bc.ca), by phone at (a) 387-2160 or by regular mail to the address below:

Premier's Correspondence Branch  
PO BOX 9041 Stn Prov Govt  
Victoria BC V8W 9E1  
CANADA