

Congratulatory Messages - Frequently Asked Questions

A few answers to commonly asked questions:

1. When do I need to submit "proof" with my application?

Proof of birth or wedding is only required to receive a message from Her Majesty The Queen for residents of Canada celebrating a 100th birthday and over, and for couples celebrating a 60th wedding anniversary and over.

2. What types of "proof" are accepted to receive The Queen's Congratulatory Message?

Please include a copy (not the original) of one of the following with your application:

- Acceptable proof of birth: Birth certificate, Canadian citizenship card, passport (current or expired) driver's licence (current or expired) or a sworn affidavit as to the proof of birth by a notary public.
- Acceptable proof of marriage: Marriage certificate, certification of the date of marriage by: a priest, minister, rabbi, or by the provincial Registrar's Office or a sworn affidavit as to the proof of marriage by a notary public.

3. How do I send proof to the Office of Protocol to include with my online application?

We will require a copy (not the original) of proof to be sent either via email to protocol@gov.bc.ca, by fax to (250) 356-2814 or by regular mail to the address below:

Attn: Congratulatory Messages
Office of Protocol

PO Box 9422 Stn Prov Govt
Victoria BC V8W 9V1

Please be sure to clearly indicate the name of the celebrant(s) and the occasion date on the certificate copy.

4. Can I receive a Congratulatory Message from The Queen without providing "proof"?

A copy of the "proof" must be submitted in order to receive a Congratulatory Message from Her Majesty The Queen.

5. 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 in order to identify which constituency they live in to request a Congratulatory Message from the appropriate Member of the Legislative Assembly.

6. 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.

**The message from The Queen will be mailed exactly two weeks prior to the occasion date, even if an earlier reception date is provided.

7. When can I submit my application for Congratulatory Messages?

Applications are only accepted for occasion dates six months past or six months in the future.

8. Why do I need to include a first name, last name and 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.

9. 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.

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

Of the requests we receive each week, we do our best to give each and every request 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.

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

No, the minimum requirements must be met (see question 9).

12. 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.

13. 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 anniversary greetings. Please ensure your submission does not exceed these limits.

14. 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 13 for the character limit)

15. Where can I find the online application form?

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

16. 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

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

Not at this time.

18. 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, by phone at (250) 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