

Birthday Messages

(90th and every fifth year thereafter)

Name of Person Requesting Message	
Postal Address of Person Requesting Message	Street: _____ Suburb/Town: _____ State: _____ Postcode: _____
Contact Telephone Numbers	Daytime: _____ Mobile: _____
Signature	
Surname of Recipient	
Given Names of Recipient	
Preferred First Name <i>if different from above</i> (Example – Given Name Robert but known as Bob or Given Name Susanna but known as Sue)	
Date of Birth	
Please note that documentary evidence <i>must be attached</i> to the application identifying the year of birth (i.e. a copy of a Birth Certificate)	
Recipient's Residential Address	Street: _____ Suburb/Town: _____ State: _____ Postcode: _____
Recipient's Postal Address (If different from above)	Street: _____ Suburb/Town: _____ State: _____ Postcode: _____
If available would you like a special visit by the Mayor or Councillor	<input type="checkbox"/> Yes <input type="checkbox"/> No
For Information <ul style="list-style-type: none"> Recipients must all be residents of the City of Port Adelaide Enfield Application forms should be received a minimum (1) month and maximum (6) months prior to the date of the anniversary (Applications received outside these guidelines will be processed but cannot be guaranteed to arrive on the date of the anniversary) Further acknowledgment can be acquired through the Department of the Premier and Cabinet's Protocol Unit https://congrats.apply.sa.gov.au 	

Please complete this form, attach copies of the required documents and return via Post to:
Tracy Hart
Executive Assistant to the Mayor and Elected Members
City of Port Adelaide Enfield
PO Box 110, Port Adelaide SA 5015

Or email to service@cityofpae.sa.gov.au

CIVIC CENTRE

163 St Vincent Street,
Port Adelaide SA 5015
PO Box 110,
Port Adelaide SA 5015

COUNCIL OFFICES

Enfield Library
1 Kensington Crescent, Enfield
Greenacres Library
2 Fosters Road, Greenacres

CONTACT

P (08) 8405 6600
E service@cityofpae.sa.gov.au
www.cityofpae.sa.gov.au

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