



## BUCKINGHAM PALACE

### Birthday Messages

The Queen sends congratulatory messages for 100th birthdays, 105th birthdays and every year thereafter. In order to receive a message an application can be made to the Anniversaries Office and if the celebrant is in receipt of a State Pension, we will also receive the details from the Department for Work and Pensions. 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.

#### **How to apply for a message**

**Option 1)** If you have a copy of the celebrant's birth certificate, you may apply either by post or online. To make an online application please visit our website: [www.royal.uk](http://www.royal.uk), go to the Anniversaries section and see 'Applying for an anniversary message'. Alternatively, complete the form overleaf and return it with a good photocopy of the celebrant's birth certificate to the address below. You will receive acknowledgement of your application confirming that a message will be sent. **Please do not return this form until three weeks before the celebration date.**

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. 028 9025 2000

**Option 2)** If the celebrant is a resident of the United Kingdom and in receipt of a State Pension, you may apply without including a certificate either by post or online. 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 confirmation.**

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

*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.*

**The Anniversaries Office, Buckingham Palace, London SW1A 1AA**

**Tel. 0207 930 4832**

For further information or to apply online please see;  
The British Monarchy website - [www.royal.uk](http://www.royal.uk)

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

## Birthday Message Application

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

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

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

**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.**

|                                  |
|----------------------------------|
| <b>Further Comments (if any)</b> |
|----------------------------------|

### 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 purposes of administering 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. [The Royal Household Privacy Notice](#) is available at the [Royal.uk](#) website.



## 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. 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.

#### ***3. How soon can I apply for a message from The Queen?***

The Anniversaries Office accepts postal 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). It is possible to apply online up to 5 weeks before.

#### ***4. 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 must 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.

#### ***5. 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.

#### ***6. 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 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.

#### ***7. Can the message be sent to a different address?***

This is a personal message from The Queen and must be sent directly to the celebrant(s) at their home address and not presented. If the celebrant(s) will be away from home, the card may be sent to where they are staying only.

***8. 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 by 1pm on the day of the event. (In the event of the celebration falling on a Sunday, the message will be delivered on Saturday).

***9. 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.

***10. 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).

***11. 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.

***12. 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](http://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.

***13. 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, however, there may be a fee when applying with the records office.

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

It is acceptable for the Anniversaries Office to receive the certificate copy in two halves or 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 send a letter or email confirmation when the application has been processed.

**For any further queries not listed above, please call the office on 0207 930 4832.**