Victorian Government

insignia REQUEST Form

Complete this form to request the use of the Victorian Government Coat of Arms or State Badge of Victoria. Then email the completed form to [protocol.enquiries@dpc.vic.gov.au](mailto:protocol.enquiries@dpc.vic.gov.au) with relevant artwork attached.

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| --- | --- | --- |
| Date form submitted |  | |
| Project contact | name |  |
|  | position |  |
|  | branch / agency / Organisation |  |
|  | telephone |  |
|  | email |  |
|  | mobile |  |
| Executive endorsement\* (Director/Executive Director) | name |  |
| Position and branch |  |
| SIGNaTURE |  |
| Description of proposed use  (brief summary) |  | |
| Date approval required by (two weeks minimum required for processing) |  | |
| Reason for approval request date (printing deadlines etc.) |  | |

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| 1. Insignia requested   Coat of Arms or State Badge |
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| 1. Purpose   For what purpose is the insignia being used? |
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\* Required for State or Federal Government applications only.

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| 1. Background   Has the insignia been used in this way before? |
|  |
| 1. What other logos will appear?   State Government, partners, sponsors, etc. |
|  |

Prior to submitting this form please ensure the following:

* Use of the Coat of Arms or State Badge fits within the parameters outlined in the Victorian Government Insignia Guidelines
* The applications artwork or proposed layout is attached. Applications without artwork will not be considered.
* Executive endorsement from the requesting branch or agency has been provided\*

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| Approval for use of Victorian Government Insignia | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Head of Protocol and Events**  Strategic Communication, Protocol and Engagement Branch Department of Premier and Cabinet  **Comments** | Approved  **Date** | Not approved |