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 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 |
|       |
| 1. Purpose

For what purpose is the insignia being used? |
|       |

\* 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 BranchDepartment of Premier and Cabinet**Comments** | [ ]  Approved **Date** | [ ]  Not approved |