# 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.

|  |  |
| --- | --- |
| Date form submitted  |       |
| Project contact | **Name** |       |
| **Position** |       |
| **Branch / agency / organisation** |       |
| **Phone** |       |
| **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 |
| Choose an item. |
| 1. **Purpose**

For what purpose is the insignia being used?  |
|       |
| 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](https://www.vic.gov.au/coat-arms-state-badge-guidelines#requests-to-use-government-insignia)
* 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\*

|  |  |  |
| --- | --- | --- |
| **Approval for use of Victorian Government Insignia** | [ ]  Approved  | [ ]  Not approved |
| **Comments** |
|       |
| **Date:**      **Head of Protocol and Events**Strategic Communication, Protocol and Engagement BranchDepartment of Premier and Cabinet |

We acknowledge the Traditional Owners of Country throughout Victoria and pay our respect to them, their culture, and their Elders past and present.

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To receive this document in an alternative format, phone **03 9651 5111**, email protocol.enquiries@dpc.vic.gov.au, or contact National Relay Service on **1800 555 660** if required. HTML format is available at [**dpc.vic.gov.au**](https://www.vic.gov.au/department-premier-and-cabinet)