# 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.

|  |  |  |
| --- | --- | --- |
| 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.) |  | |

|  |
| --- |
| 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\*

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| --- | --- | --- |
| **Approval for use of Victorian Government Insignia** | Approved | Not approved |
| **Comments** | | |
|  | | |
| **Date:**  **Head of Protocol and Events**  Strategic Communication, Protocol and Engagement Branch Department 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](mailto: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)