

ENQUIRIES TO: John Giorgi, JP (9273 6002)
YOUR REF: Chief Executive Officer
Telephone: (08) 9273 6002
OUR REF: Fascimile: (08) 9273 6099
Email: john.giorgi@vincent.wa.gov.au



CITY OF VINCENT

Administration & Civic Centre
244 Vincent Street (Cnr Loftus)
Leederville, Western Australia 6007
PO Box 82, Leederville WA 6902

Telephone (08) 9273 6000
Facsimile (08) 9273 6099
Email: mail@vincent.wa.gov.au
Web: www.vincent.wa.gov.au

CVC0043: JG;jh

4 July 2012

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← [Names to be inserted here] →

Dear

RE: RELATIONSHIP DECLARATION REGISTER – CONFIRMATION OF APPOINTMENT

Thank you for your application to register your relationship on the City of Vincent Relationship Declaration Register. We are pleased to advise that your application has been reviewed and accepted.

I am writing to confirm your appointment on, atpm at the City of Vincent Administration and Civic Centre, 244 Vincent Street, Leederville.

At this appointment, both parties will be required to sign two (2) certificates in front of a witness (Council Chief Executive Officer). The Chief Executive Officer will then provide you with one (1) original of the certificate and the other original copy will be stored at the City in a secure Register.

The \$120 Application Fee is required to be paid prior to the appointment. Payment by Cash, EFTPOS, Visa Card or Mastercard can be made in person by presenting the payment slip below at the Cashier's Desk at City of Vincent Administration and Civic Centre, 244 Vincent Street, Leederville (between 8.00am and 5.00pm, Monday to Friday except Public Holidays).

The City of Vincent does not conduct ceremonies in association with the making of relationship declarations. Should you wish to hold a ceremony on or around the day of your declaration, please refer to the International College of Celebrancy website: www.celebrancy.com.

Please remember to bring along your proof of payment and ID for both applicants to the appointment.

If for any reason you are unable to make this appointment, please contact on (08) 9273 6002 at least one (1) business day in advance, and quote the RDR Reference Number

Yours sincerely

**JOHN GIORGI, JP
CHIEF EXECUTIVE OFFICER**