OFFICE OF MAYOR ASHLEY SWEARENGIN
OFFICIAL DOCUMENT REQUEST FORM

Document requested:

- ☐ Letter of Welcome/Greeting
- ☐ Letter of Congratulation
- ☐ Certificate of Recognition

Date of Issuance: _____

Is this a request to reissue a document from a previous year(s)? ☐ Yes ☐ No

If so, what was the date of the document? _____

Date Needed: _____

Delivery of Document: ☐ Please mail ☐ I will pick up

(You will be notified when the document is ready to be picked up)

Contact Information:

Name: _____ Phone #: _____

E-Mail: _____ Alt. Phone #: _____

Address: _____

Organization: _____

Briefly describe how this document will be presented, displayed or distributed:

(Include whether the document will be printed in a program, what type of event it will be presented at, etc.)

_____

_____

_____

Requests must include background information of the event, organization, group or individual being honored that will be used to prepare the document. Please submit all necessary information with this form.

Send Completed Request To:

Mail: Office of the Mayor, 2600 Fresno Street, Fresno, CA 93721
Fax #: (559) 621-7990
E-Mail: Priscilla.Pereschica@fresno.gov