

**OFFICE OF MAYOR JERRY P. DYER  
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: Attn: Sarah Boren, Office of the Mayor, 2600 Fresno Street, Fresno, CA 93721  
Fax #: (559) 621-8000  
E-Mail: sarah.boren@fresno.gov