

**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 Pick Up Email

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
E-Mail: sarah.boren@fresno.gov
Questions: (559) 621-8000