

**OFFICE OF MAYOR JERRY P. DYER
OFFICIAL DOCUMENT REQUEST FORM**

Document requested:*

- Letter of Welcome/Greeting
 Letter of Congratulation

- Certificate of Recognition
 Proclamation

Date of Issuance/Presentation: _____

Is this a request to reissue a document from a previous year? Yes No

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

Date Needed: _____

Delivery of Document: Mail Pick Up E-mail Present at Council/Event

Contact Information:

Name: _____ Organization: _____

E-Mail: _____ Phone #: _____

Address: _____

Briefly describe the purpose and the message that you would like to convey:

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

For more information on procedures for ceremonial documents, review [here](#).

* Requests must include draft language and/or background information that will be used to prepare the proclamation. Please submit all necessary information with this form.

Send Completed Request To:

Mail: Office of the Mayor, 2600 Fresno Street, Fresno, CA 93721
E-Mail: Mayor@Fresno.gov
Questions: (559) 621-8000