

# Proclamation/Certificate Request Form

Request must be submitted 2 weeks in advance.

\*Request will be subject to review/approval.



## Contact Information

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Name:

E-mail

Group/Organization

Position/Title

Address

Phone Number

## Proclamation/Certificate Information

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Name of Individual, Group or Organization

Name of Event

Suggested Title

Date of Event

Check One

Delivery Method

By Presenter

Proclamation

Mail / e-mail

Certificate of Appreciation

Will Pick up

Certificate of Achievement

Letter of Welcome

Letter of Recognition

Other

Presenter Requested?

If Yes, Select one:

Yes

Mayor

No

Councilmember

In the space below please provide additional information regarding the event.  
For Proclamations please provide 4-6 whereas clauses, and declaration requested.

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**Please return completed form to:**

City of Gulfport - Mayor's Office  
P.O. Box 1780  
Gulfport, MS 39502

**Or Submit electronically to:**

[mayorsoffice@gulfport-ms.gov](mailto:mayorsoffice@gulfport-ms.gov)