



CITY OF NORTH PORT

PROCLAMATION, CERTIFICATE AND KEY TO THE CITY REQUEST FORM OFFICE OF THE CITY CLERK

Request for: Certificate ___ Proclamation ___ Key ___ (*check one*)

- *Certificates are inclusive of any type of recognition that may be used to honor special events or individuals. These may include but are not limited to: conferences; conventions; seminars; professional celebrations; retirements; family reunions; community celebrations; award ceremonies; college graduations; significant birthdays; anniversaries; business openings; distinguished visitors and/or other achievements.*
- *Proclamations are an official public announcement or declaration to formally recognize and/or draw awareness to an issue that impacts the City of North Port on a specific day, week, or month. These may include but are not limited to: the citizens of the City of North Port; certain organizations' occasions of importance and significance; days that are noteworthy or historically significant; and/or special events. Proclamations will not be issued for matters of political controversy; ideological or religious beliefs or individual conviction; campaigns or events contrary to City policies espousing hatred, violence, or racism. Proclamations are strictly honorary, are issued as a courtesy, are not legally binding and do not constitute an endorsement by the City of North Port.*
- *The Key to the City is an honor bestowed upon esteemed residents, visitors, and others whom the City wishes to honor, symbolizing outstanding civic contributions of the recipients. A key to the City is strictly honorary.*

Date of Request: _____

Name of Requestor: _____

Organization: _____

Address:

Phone / E-Mail:

Name of Individual / Organization to be honored:

Title for Proclamation or Certificate:



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Reason for Recognition (Please attach 4 – 6 “whereas clauses” as draft text for a Proclamation):

Date and Time of Recognition: _____

Document is to be:

- Presented at a Commission Meeting _____ (month / year)
- Presented at the following event _____
(Please provide event information)
- Picked up by _____ on _____ (date)
- Mailed to _____

Note: Submission of a request for a Proclamation, Certificate or Key to the City does not guarantee issuance.

Administrative Use Only

Approved: Yes _____ No _____ If no, state reason: _____

Approved Date: _____

Date Submitted for Signature: _____

Date Issued: _____

Completed by: _____