## REQUEST for Date Received \_\_\_\_\_\_ CEREMONIAL DOCUMENT from Date Completed \_\_\_\_\_ THE HONORABLE MICHAEL A. NUTTER Date Released \_\_\_\_\_ MAYOR, CITY OF PHILADELPHIA

Carefully read the following Guidelines before completing the request form.

- All requests go through an internal review and approval process.
- Requests for ceremonial documents are limited to one per individual or organization per year.
- Submitting a draft of the document requested will expedite the process.
- All requests should be received AT LEAST <u>THREE WEEKS</u> BEFORE THE DOCUMENT IS NEEDED. DOCUMENT REQUESTS RECEIVED AFTER THIS MAY NOT BE APPROVED.
- Mail or fax the request to: Melanie E. Johnson

Office of the City Representative 1515 Arch Street, 12<sup>th</sup> Floor Philadelphia, PA 19102

Phone: (215) 683-2060 Fax: (215) 683-2099

• There should be only one contact person per request.

	EGIBLY AFTER READING THE GUIDELINES ABOVE.
Name of Contact:_	
Telephone #	Fax #
E-mail Address	
Person/Organization	on Recognized
Your Affiliation with	th Person/Organization
Event/Occasion	
Does the person re	eside or is the organization located in Philadelphia?
Will the event or oc	ccasion be held in Philadelphia?
Today's Date Printing deadline (I	Date of Event/Occasion
of the individual inclu	on/Organization Recognized: PLEASE ATTACH a biographical sketch luding his/her involvement in the community, or a description of the low it impacts the community.
of the individual incluorganization and how *For Official Use	duding his/her involvement in the community, or a description of the w it impacts the community.  Only:
of the individual incluorganization and how *For Official Use	duding his/her involvement in the community, or a description of the ow it impacts the community.
of the individual incluorganization and how  *For Official Use Openment A	duding his/her involvement in the community, or a description of the w it impacts the community.  Only:
*For Official Use Openment A	Only:  Approved Document Denied
*For Official Use Operation and how Tribute C. Davis Correct ALL DOCUMENTS When your docum you would like sor name and number	Only:  Approved Document Denied  Citation Proc Letter  mments  S MUST BE PICKED UP. NO DOCUMENTS CAN BE MAILED. nent is completed, our office will call your Contact Person for pick-up. If meone other than your Contact to pick up the document, please list their