



City of Atlantic City

Office Of The Mayor

City Hall - Suite 706

1301 Bacharach Blvd Atlantic City, NJ 08401

Telephone 609.347.5400 Fax 609.347.5638

Ceremonial Document Request

Requestor Information:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Alt. Telephone No. _____

E-Mail Address: _____

Organization: _____

OFFICAL DOCUMENT INFORMATION

Official 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 Proclamation: Please mail I will pick up (You will be notified when the Proclamation is available for Pick-Up)

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 will it 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 nessary information with this form.

Requestor Signature: _____ Date: _____

Send completed request to:

Mail: Office of the Mayor, Suite 706, City Hall, 1301 Bacharach Blvd., Atlantic City, NJ 08401

Fax: 609.347.5638

E-Mail: JRivera@cityofAtlanticCity.org



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Ceremonial Document Guidelines

If a proclamation request does not meet the guidelines as described above, other forms of recognition are available, such as a Certificate of Recognition or congratulatory letter.

To request a letter or certificate, please submit an Official Document Request Form at least 2 weeks prior to the date of issuance.

Letters of Welcome/Greeting may be provided for:

Conventions, Conferences, Seminars and other large events being held in Atlantic City.

Letters of Congratulation or Certificates of Recognition may be provided for:

Significant birthdays or anniversaries; Religious anniversaries and celebrations; Professional celebrations; Award Recipients; Retirements; Eagle Scout Awards

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