

OFFICE OF THE MAYOR PROCLAMATIONS / CERTIFICATE POLICY

The Mayor's Office will issue a proclamation or certificate at its discretion and will have final approval of the contents.

All proclamation/certificate requests must be directed to the Mayor's Office for approval at least 14 business days prior to the proposed date for the proclamation/certificate.

You will be notified whether your request has been approved or denied. The Mayor's Office will make the final decision on whether a proclamation or certificate is issued.

Proclamations / Certificates are issued for:

- Mobile residents
- City of Mobile events
- Community service organizations located in Mobile
- Achievements associated with local schools

Proclamation / Certificate Criteria

- Retirement– the person must have been employed with their current employer for 25 years or more.
- Birthday– the person must be at least 80 years of age with increments of 5 years thereafter.
- Wedding, church, or pastoral anniversary– the anniversary must be 25 years or more.
- Annual or other repeat requests – must be made in writing for each occasion in accordance with these guidelines. Proclamations/certificates are not automatically renewed.

Other Proclamation / Certificate Criteria

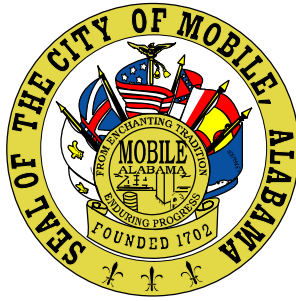
- Only a City-recognized event, sponsored in whole or in part by the City of Mobile government, may be used as part of an advertisement or commercial promotion.
- Proclamations/Certificates will not be issued for commercial purposes, such as the opening of a new business, a new service, a new product, or a new professional service.
- Proclamations/Certificates will not be issued in matters of a political issue, addressing matters of personal conviction, campaigns, or in matters endorsing any particular religion.
- Generally, the Mayor's Office will not issue backdated proclamations/certificates.
- Issuance of a proclamation/certificate by the City Council is entirely within the discretion of the Council and nothing in these guidelines is intended to abrogate that discretion.

Procedure:

- Requests for proclamations/certificates should be made in writing to the Mayor's Office at least 14 business days prior to the date of when the proclamation is needed.
- To make a request please send an e-mail with "Request for Proclamation" in the subject line to proclamations@cityofmobile.org or mail the request to the Mayor's Office, P.O. Box 1827, Mobile, AL 36633-1827.
- Individuals or organizations seeking a proclamation/certificate should include the following information with the request:
 - Contact information: name, telephone number and e-mail address of a person who can answer questions about the proclamation.
 - Phone requests should be followed up with a written request.
 - Name of organization
 - Proposed text for the proclamation, including facts about the subject matter and enough information to make four points.
 - Avoid duplication, and emphasize the most important items or issues;
 - Specific title of what will be proclaimed, including name, day of the week, or month to be proclaimed;
 - Date the proclamation/certificate is needed; and
 - Action to be taken when the proclamation/certificate is ready for pickup (person to be notified whether by telephone or email when the proclamation is ready).
 - Presentations at City Council meetings will be fulfilled at the discretion of the Mayor's Office.

Following Receipt of the Proclamation / Certificate Request:

- The Mayor's Office will contact the person requesting the proclamation/certificate to notify them of the status of the request.
- The original proclamation/certificate will be issued to the individual or organization (including individual recipients) at no cost.
- All proclamations/certificates must be picked up at the Mayor's Office unless prior arrangements are made.
- Any draft language submitted is subject to editing or revisions.
- All requests for the mayor's attendance at special events must be directed to his office at 208-7800. All requests are subject to his availability.



**OFFICE OF THE MAYOR
PROCLAMATIONS / CERTIFICATE REQUEST FORM**

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How to request a Proclamation or Certificate:

Requests for proclamations/certificates should be made in writing to the Mayor's Office at least 14 business days prior to the date of when the proclamation is needed.

To make a request online [CLICK HERE](#) or on the Proclamation/Certificate Online Form link above. Complete the form by filling all of the fields and then press SUBMIT.

To download a request form that can be printed and filled out by hand, please [CLICK HERE](#) or on the Proclamation/Certificate PDF Form link above. Print the form, fill it out and mail it to:

**Mayor's Office
Attention: Request for Proclamation / Certificate
P.O. Box 1827
Mobile, AL 36633-1827**

Or you can print the form, fill it out and fax it to: 251-208-6206.

If you have any questions please contact proclamations@cityofmobile.org or call 251-208-7807.

PROCLAMATIONS / CERTIFICATE REQUEST FORM

CONTACT PERSON INFORMATION

*Name of Contact Person _____

*Street Address _____

*City _____ *State _____ *Zip Code _____

*Phone# _____ *Additional Phone# _____

*Email Address _____

PROCLAMATION / CERTIFICATE INFORMATION

*Name of Individual, Group or Organization _____

*Name or Title of Event _____

*Date of Event _____ *Pickup Request Date _____

***Please refer to the Proclamation / Certificate Policy regarding
criteria, content guidelines and submittal instructions.***

*Information to be listed on Proclamation / Certificate _____

*Additional Comments _____
