



MAYORAL PROCLAMATIONS & CERTIFICATE POLICY

V2 | 10.26.22

All proclamation/certificate requests must be directed to the Communications Department 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. Decisions to move forward with the development and signage of proclamations will be determined by the Director of Communications. The Communications Department will make recommendations to the Mayor's office on the activity in which the proclamation is disseminated.

Proclamations/Certificates are issued for:

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

Proclamations/Certificates Criteria:

- **Retirement** – the person must have been employed with their current employer for 25 years or more.
- **Birthdays** – 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 Communications Department 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 & Title of Proclamation" in the subject line to proclamations@cityofmobile.org or mail the request to the Communications Department, 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 (limit to 140 characters or less)



- 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.
- 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 Communications Department 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 Communications Department 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

- 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 Communications Department for approval at least 14 days prior to the proposed date for the proclamation/certificate.
- You will be notified whether your request has been approved or denied. The Communications Department will make recommendations to the Mayor's office on the activity in which the proclamation is disseminated.

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How to request a Proclamation or Certificate:

- Requests for proclamations/certificates should be made in writing to the Communications Department at least 14 business days prior to the date of when the proclamation is needed.
- To make a request online [CLICK HERE](#). Complete the form by filling all of the fields and then press SUBMIT.
- To access a printable version of the form, visit our [website](#) or e-mail proclamations@cityofmobile.org