



# 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:**  
\_\_\_\_\_



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

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

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**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: \_\_\_\_\_