

**CITY OF GREEN COVE SPRINGS**  
**CERTIFICATE, PROCLAMATION, AND KEY TO THE CITY**  
**REQUEST FORM**

Return completed form to the City Clerk's Office  
City of Green Cove Springs, 321 Walnut Street, Green Cove Springs, FL 32043

Certificates of Recognition, Appreciation, and/or Achievement ("Certificates"): An honorary document issued by the City, used to honor special events or individuals.

Key to the City: An honor bestowed by the City upon distinguished persons or organizations in Green Cove Springs, symbolizing outstanding civic contributions or other significant accomplishments.

Proclamation: An official public announcement or declaration to formally recognize and/or draw awareness to an issue that impacts the City of Green Cove Springs, during a specific time frame.

Type of Honor Requested: Certificate \_\_\_\_\_ Proclamation \_\_\_\_\_ Key to the City \_\_\_\_\_

The contact person's first and last name, address, telephone number, and email address:

\_\_\_\_\_  
\_\_\_\_\_

Name of the person or the date and name of the event to be proclaimed or recognized:

\_\_\_\_\_  
\_\_\_\_\_

A brief summary and/or background of the event, organization, or person. If requesting Key to the City, please enumerate extraordinary, significant accomplishments and contributions deserving the recognition. (*Attach additional sheets, if needed*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate whether the Proclamation, Certificate, or Key to the City is to be:

1. Presented at a Council Meeting \_\_\_\_\_ (*month / year*)
2. Presented at the following event \_\_\_\_\_  
Date and time of the event: \_\_\_\_\_  
Location of the event: \_\_\_\_\_
3. Picked up by: \_\_\_\_\_ on \_\_\_\_\_ (*date*)
4. Mailed to: (*charges will be incurred for mailing of the Key to the City*)  
\_\_\_\_\_

*Submission of a request for a Proclamation, Certificate or Key to the City does not guarantee issuance.*

*The Offices of the Mayor and City Clerk reserve the right to use submitted facts as deemed appropriate and may request additional information when necessary.*