



CITY OF DORAL
KEY TO THE CITY, PROCLAMATION AND CERTIFICATES
REQUEST FORM
OFFICE OF THE MAYOR

Request for: **Key to the City** **Proclamation** **Certificate**

The Key to the City is an honor bestowed on and approved only by the Mayor, upon esteemed residents, visitors, and others whom the Mayor wishes to honor. A key to the City is strictly honorary.

Proclamations are ceremonial documents issued and approved by the Mayor that recognize, celebrate, and honor extraordinary achievements. They may include but are not limited to the citizens of the City of Doral; residents of Miami-Dade County; certain organization's occasions of importance and significance; days that are noteworthy or historically significant; and special events.

Certificates of Recognition and/or Achievement which are inclusive of any other similar type of recognition, are honorary documents which can be requested by Councilmembers to be approved or denied only by the current Mayor, and that may be used to honor special events or individuals. These may include but are not limited to the citizens and businesses of the City of Doral, as well as certain organizations' occasions of importance and significance to the City of Doral.

Date of Request: _____

Name of Requestor: _____

Organization: _____

Address: _____

Phone: _____

E-Mail: _____

Name of Individual / Organization to be honored:

Address of Individual to be honored (if applicable):

Title for Proclamation (if applicable):

Date to be Proclaimed (if applicable):



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Certificate Type:

Congratulatory

Anniversary

Reason for Recognition: Please provide 4-6 "whereas clauses" as draft text for a Proclamation, or justification for certificate as you would like it to appear. Use a separate attachment if needed.

Background Information: Please provide detailed background information explaining the reason for the recognition for the individual or group, such as specific contributions to the Doral community, achievements in public service, accomplishments, accolades, leadership in local initiatives, volunteer efforts, or any other impactful actions that have positively influenced the community or brought distinction to the City of Doral. Use a separate attachment if needed.



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Date, Time and Location of Recognition (*must be provided*):

Document is to be:

- **Presented at Council Meeting (5:00 p.m. Protocol):** _____ *(date)*
- **Picked up by:** _____
- **Mailed to:** _____

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

A minimum of five (5) business days is requested for processing, but may be waived by the Mayor's office.

City Council Proclamations

This form is intended to be used for the solicitation of proclamations for Clearwater's City Council. The City of Clearwater will consider issuing proclamations from all segments of the community without regard to gender, race, ethnicity, or handicap. Proclamations will not be issued to individuals, companies, "for profit" organizations, profit making agencies, political organizations or religious organizations, except for significant anniversary events of 50 years or 100 years.

I. General Information

Organization or City Department? *

Organization City Department

II. Proclamation Information

Presentation Method *

Please select how you would like your organization's proclamation to be acknowledged.

City Council Meeting Event Mailed Copy
 Email

Would you like to upload a copy or your draft proclamation or copy & paste the contents? *

Upload a document Copy & Paste

III. Contact Information

Contact Email *

Phone Number *

Send me a copy of my responses

Submit

[Privacy Policy](#) [Report Abuse](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Form Center

By signing in or creating an account, some fields will auto-populate with your information.

Request a Proclamation

[Sign in to Save Progress](#)

* indicates a required field

If requesting a **Courtesy Letter** or **Letter of Recognition**, please click the following link:

[Courtesy Letter or Letter of Recognition](#)

Are you requesting a proclamation for an organization, a person, or an event?*

Organization

Person

Event

Organization/Person/Event to be Recognized*

Date/time proclamation is needed by*

Requests should be made no less than 30 days prior to your deadline.

Reason for Recognition*

How can I help you today?



Requestor Information

Name*

Organization

E-mail Address*

Phone Number*

Mailing Address*

Please provide your mailing address information

City*

State*

Zip Code*

Please Note:

The Office of the Mayor reserves the right to decline any request for proclamations at the Mayor's discretion.

All records, forms and communications submitted to the **City of Pensacola** pertaining to official business will be subject to disclosure under the Florida Public Records Law, unless they are defined by the law as exempt or confidential.

Receive an email copy of this form.

Email address

This field is not part of the form submission.

Submit

Submit and Print

How can I help you today?



Proclamation & Special Recognition Request Form

Please complete the form below to request a Proclamation,
Special Recognition, or Letter from Mayor Martin and the City of
Port St. Lucie.

How to Submit a Request?

- All fields must be completed and a draft proclamation or letter must be provided.
- Requests need to be submitted at least 3 weeks before it is needed to allow adequate time for your request to be considered and prepared.
- Mayor Martin and the City of Port St. Lucie reserves the right to modify or deny any request.
- If a proclamation or letter has been issued in the past, a new request still needs to be requested each year.

What type of recognition works for me?

- A proclamation is an official document issued by Mayor Shannon M. Martin to commemorate a specific time period (day, week, month) for the purpose of raising awareness, celebrating a milestone, or recognizing an event.
- A certificate is an official document recognizing a person for a special occasion, birthday, anniversary, or achievement.
- A recognition letter is a letter from Mayor Martin to recognize a person, business or organization for their contribution(s) to Port St. Lucie.
- A welcome letter is a letter from Mayor Martin to welcome a business or organization into Port St. Lucie.

Type of Recognition Requested

- Proclamation
- Certificate of Appreciation/Recognition
- Recognition Letter
- Welcome Letter

Name of Requester

Name of Organization (if not applicable, type n/a)

Email

Phone Number

Address

To be received via

- City Council Meeting
- Function/Event (special request)
- Mail to me via address provided
- Send to me via email provided
- Pick up in Person at City Hall

Date to be received in above way you selected



Title of who will be receiving (if not applicable, type n/a)

Representing (organization/group) (if not applicable, type n/a)

Other Recipients (if not applicable, type n/a)

Draft Proclamation/Letter

Choose Files No file chosen

I'm not a robot

reCAPTCHA

Submit

1.1

Submit

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Proclamation Request

Please note that all proclamations must be submitted at least 4 weeks before the requested date of the proclamation.

Check your eligibility - Only the businesses, organizations, and events listed below can be recognized:

- Businesses located in Tampa
- Organizations in Tampa – EIN (Employer Identification Number) required
- Events in Tampa or organization with a Tampa Chapter or connection

Proclamations may be issued for

- Events that raise public awareness about important issues or causes impacting Tampa residents
- Cultural celebrations
- Business Anniversaries (25 years and up)
- Community organization anniversaries (15 years and up)

* - Mandatory fields

Proclamation Name *

Date of Proclamation *

mm/dd/yyyy



Due Date *

mm/dd/yyyy



Purpose *

Display Site / Event Information *

Proclamation Draft *

Please put line spacing between paragraphs.

Additional Literature

Please put line spacing between paragraphs.

Where will the proclamation be displayed?*

Organization Information *

Additional Information

Website Links *

Requested By *

Request Organization *

EIN

Is this a local organization? *

Select

Contact Name *

Contact Phone*

Contact Email *

Street *

City *

State *

Select

Zip *

Receiving Option*

Select



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):

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: _____



City of Hallandale Beach
Proclamation, Certificate and Key to the City
Request Form

Request for *(check one)*: Proclamation Certificate Key

Date of Request: _____ Time of Request: _____

Name of Requestor: _____

Organization: _____

Address: _____

Phone: _____ E-Mail: _____

Name of Individual / Organization to be honored: _____

Title for Proclamation or Certificate: _____

Reason for Recognition:
(Please attach 5 "Whereas Clauses" and background information as a draft text for a Proclamation)

Requested Date of Recognition: _____

Document is to be: *(please check one and provide details)*

Presented at a City Commission Meeting in _____ *(month/day/year)*

Presented at the following event: _____
(please provide event information)

Pick-up by: _____ on: _____ *(date)*

Mail to: _____

City of Hallandale Beach
Proclamation, Certificate and Key to the City
Request Form

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

- *Proclamations, certificates of recognition, or appreciation and recognition of persons or organizations at Commission meetings may be requested by a Mayor or Commissioner and shall be placed on the agenda if the City Clerk determines that the request is not in direct conflict with any City policy.*

- *All keys to the City shall be requested through the City Commission and once approved, placed on the next available agenda, or the designated agenda.*

- *A Key to the City may be presented to any person who has performed an action or service beneficial to the City. When a Key to the City is given out, it is to be announced for public knowledge at the next Commission meeting under the Commission Communication portion of the agenda. A list of persons receiving a Key to the City shall be maintained by the City Clerk's Office.*

- *All requests MUST be submitted thirty (30) days before subject meeting/date of event recognition.*

(Pursuant to Chapter 2, Article II, City Commission)

***** Please return completed Request Form via email to CityClerkDL@hallandalebeachfl.gov or by mail/drop off in person at the City Clerk's Office, Hallandale Beach City Hall 400 S. Federal Highway, Hallandale Beach, FL 33009**

<u>Administrative Use Only</u>	
Approved: Yes <input type="checkbox"/>	No <input type="checkbox"/>
Not Applicable <input type="checkbox"/>	
If no, state reason: _____	
Approved Date: _____	
Date Submitted for Mayor's Signature: _____	
Date Issued: _____	
Completed by: _____	

Form Center

By signing in or creating an account, some fields will auto-populate with your information.

Application for Proclamation [Sign in to Save Progress](#)



APPLICATION FOR PROCLAMATION

Please complete the form and submit to the City Clerk. If you have draft language, please include as an attachment below.

For further information, feel free to contact the City Clerk at 321-837-7774

Date(s) of Proclamation:

Date Needed By:

Name of requestor & organization:

Requestor's complete address:

**Requestor's Phone
Number**

Requestor's Email:

Proclaiming a:

Day

Week

Month

**Reissue Request from
Previous Year(s)?**

Yes

No

Date

**Draft language
included?**

Yes

No

If yes, upload here:

No file chosen

**Please briefly describe your group,
organization, or cause:**

**Please briefly describe the purpose(s) you
would like a proclamation to serve, or the
message that you would like to convey:**

Receive an email copy of this form.

Email address

This field is not part of the form submission.

Submit

Submit and Print

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