

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.