



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 4 – 6 “whereas clauses” and background information as 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 / 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 _____ No _____ Not Applicable _____	
If no, state reason: _____	
Approved Date: _____	
Date Submitted for Mayor's Signature: _____	
Date Issued: _____	
Completed by: _____	