



**OFFICE OF THE MAYOR  
ROBERT GARCIA**

**Request a Proclamation, Certificate, or Congratulatory Letter**

Requests should be made at least 10 business days in advance of the date the document is needed. Requests should be made using this form and emailed to [mayor@longbeach.gov](mailto:mayor@longbeach.gov). The Mayor's Office may modify, edit, amend or deny any Proclamation, Certificate of Recognition, or Congratulatory Letter request and shall make the final determination whether the proclamation will be presented at a Council meeting, at an event, or mailed to the requester.

**Contact**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Organization: \_\_\_\_\_ Requestor's Title/Role: \_\_\_\_\_

What are you requesting:  Proclamation  Certificate  Congratulatory Letter

Please enter the draft text here. For Proclamations, please include 3-5 "whereas" clauses. For certificates, please include 2 lines of text for placement on certificate. For letters, please include proposed language.

Whom do you want to sign the item?  Mayor  Mayor & Councilmember  Councilmember(s)

If a Councilmember, who?  District 1  District 2  District 3  District 4  District 5  
 District 6  District 7  District 8  District 9

If related to an event, what district is the event being held in?  
 District 1  District 2  District 3  District 4  District 5  
 District 6  District 7  District 8  District 9

If presented to an individual, in which district does the individual reside?  
 District 1  District 2  District 3  District 4  District 5  
 District 6  District 7  District 8  District 9

How would you like to receive the item?

Presented at Event  Will Be Picked Up Date to pick up: \_\_\_/\_\_\_/\_\_\_

Via Mail Mailing Address (if different than above)

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Presented at City Council Preferred Date: \_\_\_/\_\_\_/\_\_\_

*A note on City Council Meetings:* An organization or event does not have exclusive rights to the day, week, or month of their proclamation. Presentations at Council meetings are limited to 5 minutes each and there will generally be no more than 2 presentations during a Council meeting.

If you have questions,  
please contact the Office of the Mayor:  
Daniel Brezenoff (562) 570 5027  
Abigail Mejia (562) 570 6707  
[mayor@longbeach.gov](mailto:mayor@longbeach.gov)