

Types of Ceremonial Documents

January 18, 2012

Ceremonial Document	Criteria
Anniversary Letter	Given for significant Wedding Anniversary (50 years or more) or other types of Anniversaries in increments of 5 or 10 years.
Birthday Letter	Given for significant Birthdays (75 years or more), in increments of 5 or 10 years.
Certificate of Appreciation	A certificate recognizing the service of individuals or organizations that have performed public service or assisted in community events or assisted the Mayor, the government, or the city in specific capacities.
Certificate: Distinguished Public Service Award	Cabinet members leaving the cabinet, elected officials, judges, senior level officials, or others who have consistently performed at a high level of quality public service.
Certificate of Merit	Individuals or organizations whose outstanding achievements or contributions have made a difference in the quality of life of others.
Certificate: Meritorious Public Service Award	Retiring DC government employees or individuals who have made significant contributions to the District of Columbia or its residents.
Citation	Presented to individual whose contributions have provided opportunity or service to others.
Eagle Scout/Girl Scout	Given to District residents who have achieved the level of Eagle Scout, the highest rank in Boy Scouting or the Gold Award, the highest rank for Girl Scouting.
Honorary Citizenship	Presented to individual whose lifelong achievements in a specialized area are being recognized for making a significant impact to achieve social change and improve the quality of life for DC residents and others. There is no application process for this award. Determinations are made by the executive.
Key-to-the-City	<p>The Key to the City is the HIGHEST honor an individual or group can receive from the Mayor and is given rarely to keep it special. The Key to the City is an ornamental key which is presented to esteemed visitors, residents, or others the city wishes to honor and only presented by the Mayor personally. There is no application process for this award. Determinations are made by the executive.</p> <p>Historically, this practice dates back to the medieval walled cities whose gates were guarded during the day and locked at night. The key symbolized the</p>

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	freedom of the recipient to enter and leave the city at will as a trusted friend of city residents. This honor is only presented once to a group or individual who, over a period of time, has performed remarkable acts that have benefitted the people or the city in a significant way.
Letter of Appreciation	A thank you for service by individuals or organizations that have performed a public service or contributed to the success of an event for the Mayor, the government, or the city.
Letter of Condolence	Given to the family of a deceased individual or provided for memorial services.
Letter of Congratulations	Given for significant accomplishments to individuals or organizations. Given for weddings, anniversaries, birthdays, retirements and significant achievements.
Letter of Greetings	Individual or organization hosting a conference, convention, family reunion, or an event in the Washington metropolitan area.
Letter of Welcome	Individuals or organizations that are visiting the city or hosting an event in the District of Columbia.
Proclamation	Individuals or organizations whose achievements focus on civic, humanitarian, or charitable contributions that have made a significant impact on the quality of life in the District of Columbia, their respective community or this country.
Retirement Letter	Given in honor of retirement for District, Federal, or private sector employees.
Salute	Presented to individuals whose lifelong contributions have provided opportunity for others.