

# Ceremonial Document Request Form

Complete this form and fax it to (202) 727-6526  
Please allow for a three week turn-around time.

## TIMELINE

<b>Date of Activity</b>	
<b>Date Needed</b>	

## REQUESTOR INFORMATION

<b>Requestor Name:</b>		
<b>Office:</b>		
<b>Mailing Address:</b>		
<b>Phone:</b>	<b>(work)</b>	<b>(home)</b>
<b>Fax:</b>		
<b>E-Mail:</b>		

## CONTACT INFORMATION (if different than requestor)

<b>Contact Name:</b>		
<b>Phone:</b>	<b>(work)</b>	<b>(home)</b>

**DOCUMENT REQUESTED**

**Check the type of document you are requesting:**

**Proclamation**

- Proclamation**

**Letters**

- Birthdays**
- Condolence**
- Congratulations**
- Greetings**
- Retirement(Federal/Private)**
- Wedding Anniversary**
- Welcome**

**Certificates**

- Appreciation**
- Distinguished Public Service Awards**
- Meritorious Public Service Awards**
- Merit**

**Other Documents**

- Citation**
- Salute**

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**Please provide extensive information about the event at which this document is being presented and/or the person being honored.**

**Please provide draft language if applicable.**