



Date Received: _____

Date of Presentation: _____
(Office Use Only)

Proclamation and Certificate Request Form

Proclamations and Certificates of Recognition are provided by the Supervisor's office as a service to honor residents, welcome new business, celebrate milestones or increase awareness of noteworthy issues among citizens. All requests **must** be approved by the Supervisor. Proclamations and Certificates will be presented *in person*, whenever possible. Upon approval, you will be contacted to schedule a presentation date, time and location. Please submit this form at least **10-14 business days *prior*** to your requested presentation date.

The information requested below will be used to complete the Proclamation or Certificate. Please provide as much detail as possible.

1. Name and telephone number of person submitting request: _____

2. Recipient name, address and telephone number: _____

3. Occasion/Reason for request: _____

4. Date and location of event or milestone: _____

5. Family information, if applicable (marital status, spouse, family members, etc): _____

6. Occupation: _____

7. Accomplishments: _____

8. Other notable information, community affiliations (organizations/church) etc., to be included: _____

Please email completed request form via email: cannon@townofriverheadny.gov or to Supervisor's Office, Riverhead Town Hall, 200 Howell Avenue, Riverhead, NY 11901, Attn: Joann Cannon, Legislative Aide. For questions or further information, please call (631)727-3200 ext. 655.