

Standard Procedures for Ceremonial Documents

(Includes Certificates, Resolutions, Proclamations and letters)

All requests must be submitted in a neatly printed or typed format.

All requests must be made 30 days prior to the event. Questions? Call Mayor's Office at 302-736-7004

By Mail:

Mayor's Office

P.O. Box 475

Dover, DE 19903

ATTN: Ceremonial Document Request

By Email:

mayorsoffice@dover.de.us

- All requests will go through an internal review and approval process. The Mayor's Office reserves the right to determine the type of document to be issued based on the information provided by the requesting individual or organization.
- All requests must include the name and daytime phone number of the contact person.
- Submitting a draft of the document desired with the request will expedite the process.
- Please specify whether the document should be mailed, held for pick up, or presented at a City Council Meeting
- Only one original document will be issued per event. Exceptions to this may be made for certificates
- All requests must follow the appropriate criteria in the following sections:

Certificates

Certificates will be issued for the following purposes:

Retirements

Certificate of Appreciation – Outstanding contributions to the City and the citizens of Dover. (Includes monetary, in kind donations, cultural contributions or voluntary efforts).

Certificate of Recognition – A brief summary about the individual to be honored and his/her accomplishments. Highlights of his/her involvement in the community, the date of recognition, type of event planned

Letters

Welcoming letters will be issued for the following:

Conferences

Family Reunions

Conventions

Class Reunions for schools located in the City of Dover

Seminars

Professional Celebrations

Religious Anniversaries/Birthdays and Celebrations
Significant Birthdays or Anniversaries

Indicate the title or nature of the event, the specific date, a brief history of the organization, a biographical sketch of the person and any other pertinent information

Proclamations

Proclamations may be issued for civic celebrations, organizations contributing to the economic development of the City, significant events; significant anniversaries of major City of Dover based institutions and corporations, fundraisers benefitting the citizens of Dover and individuals who have made a significant contribution to society.

Please provide a brief history of the organization or a biography of the person, purpose, goals, motto or theme. If funds are to be raised who will benefit from this event and what will take place during this time of celebration/recognition.

Final determination of which (if any) certificate, letter, proclamation is at the discretion of the Mayor's Office or City Clerk's Office. Please be sure to allow adequate time for the completion of the request or it may not be able to be completed.

Any questions concerning these procedures may be directed to the Mayor's Office at 302-736-7004 or via email at mayorsoffice@dover.de.us.