

**CEREMONIAL DOCUMENT REQUEST  
FROM  
THE HONORABLE ANDRE DICKENS  
CITY OF ATLANTA**

**CAREFULLY READ THE FOLLOWING GUIDELINES BEFORE COMPLETING THE REQUEST FORM**

- All requests go through an internal review and approval process
- **Requests** for ceremonial documents **are limited to one** per individual and/or organization per year
- Submitting a draft for the document requested will expedite the process
- **Email or mail** the request **A MINIMUM 30 DAYS PRIOR TO EVENT OR PRINTING DEADLINE to:**

**Attn: Ceremonial Documents  
Mayor's Office of Communications  
Suite 2500  
55 Trinity Avenue, SW  
Atlanta, Ga 30303**  
[ceremonialdocuments@atlantaga.gov](mailto:ceremonialdocuments@atlantaga.gov)

- There should be only **one contact person per request**.
- Documents will remain with MOC for 30 days after the due date. After **30 days** the CD will be **destroyed**.

**PLEASE PRINT LEGIBLY AFTER READING THE GUIDELINES ABOVE**

Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Person/Organization Recognized \_\_\_\_\_

Event/Occasion Name \_\_\_\_\_

Will the event or occasion be held in Atlanta? \_\_\_\_\_ Does the person reside or is the organization located in Atlanta? \_\_\_\_\_

If no, document cannot be processed.

**Please check one :**

Condolence Letter  Recognition Letter  Support Letter  Welcome Letter   
Birthday Letter  Congratulatory Letter  Recommendation Letter

Today's Date \_\_\_\_\_ Date of Event/Occasion \_\_\_\_\_ Printing Deadline (If applicable) \_\_\_\_\_

**Highlights of Person/Organization Recognized** (A biographical sketch of the individual including his/her involvement in the community, or a description of the organization and how it impacts the community is required. Please submit information on separate pages.)

Do you need a photograph of the Mayor to be included in a publication for the event?

**Please select one of the options listed below**

When my ceremonial document is completed,  
please mail it to the following

When my ceremonial document is completed,  
please call the following for pick-up

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

When my ceremonial document is completed,  
please email it to the following

**Expected turnaround time for all approved requests is a minimum of 30 days.**