



City of Burlington
Commemorative Document Form

Return to: Community Engagement

Mailing: P.O. Box 1358
Burlington, NC 27216

Physical: 425 S. Lexington Ave.
Suite 201
Burlington, NC 27215

Phone: 336-222-5073

Email: mlasater@burlingtonnc.gov

Date Submitted:	Date Desired:
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Name of Requestor:	
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Phone/Fax Number:	Email Address:
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Address of Requestor:	
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Type of Document Requested: Proclamation Resolution Letter of Recognition
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What is being Recognized/ Reason for Recognition:

Information/background about the organization/ event/ individual/ commemoration:
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List at Least Four Facts OR Submit Sample Text for the Desired Document:
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Action to Be Taken Upon Completion: Call for pick up Mail Email Fax

Requests will be reviewed on a case-by-case basis and submission of this form does not guarantee issuance. Commemorative documents issued are not legally binding documents and do not constitute an endorsement of any individual, organization, or event by the City or the Mayor. Special arrangements must be made through the City Clerk (222-5023) for requests for presentation at a City Council Meeting.