



**City of Burlington**  
Commemorative Document Request Form

**Return to:** Office of Public Information

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

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

Phone: 336-222-5076

Fax: 336-513-5452

Email: rkelly@ci.burlington.nc.us

Date Submitted:

Date Desired:

Name of Requestor:

Phone/Fax Number:

Email Address:

Address of Requestor:

Type of Document Requested:

Proclamation      Resolution      Letter of Recognition

What is being Recognized/ Reason for Recognition:

Information/background about the organization/ event/ individual/ commemoration:

List at Least Four Facts OR Submit Sample Text for the Desired Document:

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 (222-5020) for requests for presentation at a City Council Meeting.