
**REQUEST FOR CEREMONIAL DOCUMENTS FROM
The Honorable Carleton E. Carey, Sr.
City of Dover, Delaware**

CAREFULLY READ THE FOLLOWING GUIDELINES BEFORE COMPLETING THE REQUEST FORM.

- ▶ All requests must have this form completed with it, in order to be considered
- ▶ All requests go through an internal review and approval process
- ▶ Submitting a draft of the document requested will expedite the process
- ▶ Mail, fax or email the request at least 10 BUSINESS days before the document is needed to:

The City of Dover
Public Affairs Coordinator
P.O. Box 475
Dover, DE 19903
ATTN: Kay Sass

Email: kdietzsass@dover.de.us
Fax # 302-736-7002

There should be only one contact person per request.

Contact the Mayor's Office for the presentation of the document. (302-736-7005)

PLEASE PRINT CLEARLY:

Contact Person: _____ **Phone Number:** _____

Person/Organization being recognized: _____

Event/Occasion: _____

Will the event or occasion be held in the City of Dover? YES NO

Today's Date: _____ **Date of Event/Occasion** _____ **Printing Deadline (If applicable)** _____

Highlights of Person/Organization Recognized (A biographical sketch of the individual his/her involvements in the community, or a description of the organization and how it impacts the community is required. Please use the back of this sheet if you need additional space. _____

Please select one of the options listed below.

When my ceremonial document is completed, please

_____ Schedule for presentation _____ Mail to the following address _____ Please call for pick-up

Name: _____

Address: _____

Phone Number: _____