Baltimore City Council Ceremonial Resolution Request

 *Requests (except condolences) must be received no later than 10 days before the certificate is needed.*

*Only typed requests will be accepted.*

*The City Council does not issue proclamations or dedicate holidays. Please contact the Baltimore City Mayor’s office for such requests.*

***Contact Info*** Contact: Phone Number: Email: Address:

Method of Delivery:

US Mail (Mailed to above address) Pick up at City Hall

Other:

***Resolution*** Date Certificate is Needed: Date to be Presented: Name of Recipient:

# Condolence:

Date of Birth: Date of Death:

# Congratulatory:

Resolution Text (25 words or less): IN RECOGNITION OF

**INTERNAL USE ONLY. DO NOT WRITE BELOW THIS LINE.**

Resolution Number:**#**

Introduced by: Staff Requesting: Date to be Introduced: Date Request Received:

Presentation:

# Deadline is 12:00 Noon, Monday for placement on agenda—NO EXCEPTIONS.

Please forward completed form to the Office of the City Council President.

City Hall Room 400, 100 N. Holliday St., Baltimore, MD 21202

Phone: (410) 396-4804Fax: (410) 539-0647

Email: councilpresident@baltimorecity.gov

Revised 3/3/09 Electronic copy revised 3/3/09