



## Mayor's Office CERTIFICATE REQUEST FORM

To request a certificate, please complete the following form. Allow a minimum 7 business days to complete request. All certificates must be collected from the Municipal Office, 1111 Victoria Street, Petawawa, ON (certificates will be mailed only under special circumstances).

Request forms are to be email to: [email@petawawa.ca](mailto:email@petawawa.ca)

**Celebrant(s) Full Name:** \_\_\_\_\_  
CELEBRANT(S) NAME AS IT WILL APPEAR ON THE CERTIFICATE

**Type of Event:** \_\_\_\_\_  
BIRTHDAY, ANNIVERSARY, RETIREMENT, AWARD

**Event Date:** \_\_\_\_\_  
DATE OF BIRTHDAY, WEDDING, CEREMONY

**Details regrading the reason for the certificate request:**  
I.E. RETIRING AFTER 30 YEARS OF SERVICES, CD2

**Requestors Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
INCLUDE FULL ADDRESS AS ALL CERTIFICATES ARE ACCOMPANIED WITH A FORMAL LETTER

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_