

REQUEST INFORMATION		
Todays date		Date of event
Contact name	Contact email	Contact phone
Person/Organization Recognized:		Event/occasion
Does the person reside, or is the organization located in Roseville?		Will the event or occasion be held in Roseville?
Provide highlights of person or organization and their positive impacts to the community:		

### Submitting Requests

**Requests for ceremonial documents should be emailed to the City Clerk’s Office at least thirty (30) days prior to the event at [cityclerk@roseville.ca.us](mailto:cityclerk@roseville.ca.us).**

Specify whether the ceremonial document should be mailed, held for pick-up, or presented at a special event. Ceremonial documents will be presented at special events pending the availability of the Mayor or his or her designee or other city officials to honor such requests.

Presentation at a specific City Council meeting must be approved by the City Manager.

**Only one certificate will be issued per event.**