



**CITY OF DORAL**  
**KEY TO THE CITY, PROCLAMATION AND CERTIFICATES**  
**REQUEST FORM**  
**OFFICE OF THE CITY CLERK**

**Request for: Key to the City \_\_\_\_\_ Proclamation \_\_\_\_\_ Certificate \_\_\_\_\_**  
**(check one)**

*The Key to the City is an honor issued and approved by the majority of the City Council, upon esteemed residents, visitors, and others whom the City wishes to honor. A key to the City is strictly honorary.*

*Proclamations are ceremonial documents issued and approved by the majority of the City Council that recognize, celebrate, and honor extraordinary achievements. They may include but are not limited to the citizens of the City of Doral; residents of Miami-Dade County, certain organizations' occasions of importance and significance; days that are noteworthy or historically significant; and special events.*

*Certificates of Recognition and/or Achievement, which are inclusive of any other similar type of recognition, are honorary documents requested, approved, issued, and signed by each Councilmember, respectively, that may be used to honor special events or individuals. These may include but are not limited to the citizens and businesses of the City of Doral, as well as certain organizations' occasions of importance and significance to the City of Doral.*

**Date of Request:** \_\_\_\_\_

**Name of Requestor:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Name of Individual / Organization to be honored:**

\_\_\_\_\_  
\_\_\_\_\_

**Title for Proclamation (if applicable):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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**Certificate Type:**

\_\_\_\_\_ Congratulatory  
 \_\_\_\_\_ Grand Opening

\_\_\_\_\_ Anniversary  
 \_\_\_\_\_ Letter of Recognition

**Reason for Recognition (Please attach 4 – 6 “whereas clauses” as draft text for a Proclamation, or justification for certificate):**

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**Date, Time and Location of Recognition *(must be provided)*:**

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**Document is to be:**

- Presented at Council Meeting (Protocol): \_\_\_\_\_ (date)
  - Picked up by: \_\_\_\_\_
  - Mailed to: \_\_\_\_\_
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**Note: Submission of a request for a Key to the City, Proclamation or Certificate does not guarantee issuance.**

**A minimum of five (5) business days is required for processing.**