



MOBILE CITY COUNCIL PROCLAMATION & RESOLUTION REQUEST FORM

The Mobile City Council · P.O. Box 1827 · Mobile, Alabama 36633

All proclamation/resolution request must be directed to the City Council's Office for approval at least 7 business days in advance of the proposed date for the requested proclamation/resolution.

Proclamation Guidelines

Birthdays Must be 80 years of age or more.
Wedding Anniversary's Must be 25 years or more.
Church Anniversary's Must be 25 years or more.
Pastor Anniversary's Must be 25 years or more.
Special Recognitions, Non-Profits, or an Outstanding Citizen must be approved by the City Council.

Resolution Guidelines

Retirement's Must have been employed for over 25 years.
Death's Must be a City of Mobile resident.

To Submit a Request for a Proclamation or Resolution

Complete the request form. After, email it to citycouncil@cityofmobile.org. Please type "Request for a Proclamation or Resolution" in the subject line. Feel free to print and mail the request form to: **The City Council's Office, P.O. Box 1827, Mobile, AL 36633-1827**. If you have any questions/concerns, please contact the City Council's Office at (251)208-7441.

Proclamations are not issued for commercial purposes, political issues, advertisements, backdated events, etc. The City Council's Office will make the final decision regarding approval or disapproval of a proclamation or resolution.

You will be notified regarding the final decision of your request. Feel free to include additional information, such as an obituary or event flyer. Ensure your writing is legible and double check spelling before submitting.

All content provided will be edited for space at the discretion of the City Council's Staff.



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PLEASE PRINT

Person Requesting the Proclamation or Resolution

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Honoree's Information

Individual's Name, Organization Name, or Group Name: _____

Address & Location of the Occasion or Event: _____

Occasion or Event: _____

Date of Occasion or Event: _____

Pickup Request Date: _____

Honoree's Birthday, Anniversary, or Organization's Founding Date: _____



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Church Membership and Positions Held: _____

Educational Background: _____



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Additional Information Needed for Resolutions Only

Date of Birth: _____

Date of Passing: _____

Birth Father's Name: _____

Birth Mother's Name: _____

Immediate Family (parents, siblings, and children) that has preceded the honoree in death: _____

Remaining Living Relatives to Cherish the Honorees Memories: _____

