



DRAYTON VALLEY

Certificate of Congratulations Request Form

Business / Volunteer Organization Anniversary

The Mayor is pleased to send a Certificate of Congratulations to:

- private companies celebrating their 25th anniversary and every five (5) years after;
- non-profit organizations, social clubs, schools, religious organizations, or places of worship celebrating 15 years and every five (5) years after.

Submit your request at least three (3) weeks in advance to the date for which the Certificate is needed. Once the request is submitted and processed, the Certificate can be mailed to you or picked up at the Civic Centre.

Occasion

Private company:

Non-profit organization, social club, school, religious organization, place of worship:

Date of Celebration: _____

Anniversary Years Private Company:

25	<input type="checkbox"/>	40	<input type="checkbox"/>
30	<input type="checkbox"/>	45	<input type="checkbox"/>
35	<input type="checkbox"/>	50	<input type="checkbox"/>

Anniversary Years non-profits, etc.:

15	<input type="checkbox"/>	30	<input type="checkbox"/>
20	<input type="checkbox"/>	35	<input type="checkbox"/>
25	<input type="checkbox"/>	40	<input type="checkbox"/>

Recipient(s)

Name(s): _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____

Pick Up Information (choose one):

Pick Up at Civic Centre:
Mail:

If Mail was selected, send Certificate to:

Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____

Requestor's Name

Name: _____

Signature: _____ Date: _____

Please return the completed form to

In Person	Civic Centre, 5120-52 Street, Drayton Valley
Mail	Box 6837, Drayton Valley, AB, T7A 1A1
E-mail	admin-support@draytonvalley.ca

The personal information requested on this form is being collected for the purpose of processing the request for a congratulatory certificate. It is collected under the authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Coordinator at (780) 514-2200.