

	OCC – Letter of Congratulations from the Mayor	Office of The City Clerk
<h2 style="margin: 0;">Letter of Congratulations from the Mayor</h2>		

Eligibility Criteria	SECTION 1
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Letters of Congratulations may be provided in the following circumstances, to individuals only:

- Birthdays (80 years or older)
- Wedding anniversaries (50 years or more)
- Retirement (25 years or more)
- Retirement from military (15 years or more); and/or
- Significant milestone(s)

All requests must be submitted at least four weeks prior to the event date.

All proclamations and letters shall be issued in accordance with the [Protocol Policy](#) and the Requests by Outside Organizations/Individuals Procedures.

Contact Information	SECTION 2
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Name of Recipient(s) _____

Address _____

Contact Name _____

Phone (work) _____ (cell) _____

Email _____

Information about the Event or Circumstance	SECTION 3
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Type of Letter:

Birthday Letter (80 years or older)	Age _____
Anniversary Letter (50 years or more)	Number of Years _____
Retirement Letter (25 years or more)	Number of Years _____
Retirement from Military (15 years or more)	Number of Years _____
Other Significant Milestone (please specify) _____	

Date of Event _____ Deadline Date (if different from Date of Event) _____

Please provide any additional information about the event or circumstance:

Privacy Notice**SECTION 4**

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your request for a letter from the Mayor. Questions about the collection and use of the information may be directed to the City Clerk, Office of the City Clerk, by telephone: 709-576-8202 or email: cityclerk@stjohns.ca

Please send completed form to:

Office of the City Clerk
P.O. Box 908, 10 New Gower Street
St. John's, NL A1C 5M2

Or hand deliver to:

Office of the City Clerk
Fourth Floor, City Hall
Office Hours: 9:00am – 4:30pm
Tel: (709) 576-8207
Email: cityclerkrequests@stjohns.ca

ST. JOHN'S

NEWFOUNDLAND AND LABRADOR, CANADA