

Ceremonial Documents

Official documents are prepared and signed by the Mayor's Office. Upon receipt of your request, the appropriate recognition will be determined according to our guidelines. It is our desire to accommodate every request – *but please be advised that requests are subject to disapproval.*

- **Welcome**
- **Anniversary**
- **Birthday**
- **Greetings**
- **Condolence**
- **Retirement**
- **Proclamation**
- **Key to the City** (Presented by the Mayor, a designated representative or the City Council)
- **All requests should be presented to the Mayor's office in writing at least two (2) weeks prior to the event.**
- **All requests should specify the type of document being requested and name of person/organization being recognized date of event and background information.**
- **Please include a contact person with phone number.**

Please mail or fax all request to: P.O. Box 450 Selma, AL 36702
Fax No. (334) 874-2402