



TOWN OF AYLMER

CERTIFICATE REQUEST – ORDER FORM

Date: _____ Request taken by (Staff person): _____

Complete all information below – Please ensure it is legible, print clearly.

| | |
|---|--|
| Name(s) to appear on the Certificate (use reverse if more than 2 names) | |
| Type of Event eg 50 th Anniversary, 85 th Birthday | |
| Date of Birthday/Anniversary | |
| Contact Information: | |
| Contact Person | |
| Contact Person – Phone number | |
| Contact Person – Email address | |

MAIL CERTIFICATE _____ or CERTIFICATE WILL BE PICKED UP FROM TOWN HALL _____
If to be mailed, mail to:

| | |
|-------------------------------------|--|
| Name | |
| Full Address, including Postal Code | |

OR, if to be presented, complete below:

| | |
|---|--|
| Request for Mayor (or designate) to present certificate: _____ Yes _____ No | |
| Event Location/Address | |
| Time Mayor/designate requested to present certificate | |

For Town Use Only:

_____ Mayor or designate will be presenting

| | |
|---------------------------|--|
| Date Certificate Ordered | |
| Date Certificate Received | |
| Date Certificate | Mailed _____ Picked up _____ Given to Mayor _____ |

Original: File Copy (if being presented): Mayor

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* S.O. 2001 c.29(1)(e) and will be used for the purpose of recognizing this achievement only.