



# City of Coquitlam Congratulatory Message Request Form

## Mayor's Office

3000 Guildford Way, Coquitlam, B.C. V3B 7N2

Phone: 604.927.3001 Fax: 604.927.3015

Email: mayor\_council@coquitlam.ca

### Request a Congratulatory Message from the Mayor for Long-Time Residents of the City of Coquitlam.

**Instructions:** If more information is required than a field allows for, please attach additional pages.

**Three weeks advance notice is required for processing of applications.** Once this request is submitted, you will be contacted by the Mayor's Office to confirm details.

#### Part 1 – Requester Contact Information

Name of Requester(s): \_\_\_\_\_

Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#### Part 2 – Recipient Information

Name of Celebrant(s): \_\_\_\_\_

Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Part 3 – Occasion Details

Occasion:  Birthday  Wedding Anniversary

For Birthday: Age in Years  90  100 Birth Date \_\_\_\_\_

For Wedding Anniversary: Anniversary Date \_\_\_\_\_

Years of Marriage: (Requests are accepted for 50, 60 or 70+ anniversaries)

50  60  70+ If 70+, please indicate how many years: \_\_\_\_\_

For All Celebrations: Will there be a formal celebration?  Yes  No (If Yes, please fill in the following)

Date of Celebration: \_\_\_\_\_

Time: \_\_\_\_\_  a.m.  p.m.

Location (Address): \_\_\_\_\_

Mayor to attend to present the gifts?  Yes  No

Comments or Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We hereby acknowledge that the personal information collected on this form is collected with my consent in accordance with Section 27 of the *Freedom of Information and Protection of Privacy Act*.

\_\_\_\_\_  
Requester's Signature