



SPECIAL OCCASION CERTIFICATE REQUEST

Upon request, Loyalist Township recognizes its residents by providing a congratulatory certificate for special occasions as outlined below. These requests will be processed upon receipt of a completed request form. Requests take approximately **1-2 weeks** to process so please provide as much notice as possible.

Special Anniversaries:

25th, 30th, 35th, 40th, 45th, 50th, 60th, 70th - A certificate will be prepared.

Special Birthdays:

90th, 95th, 100th (or as otherwise requested) - A certificate will be prepared.

Please complete all of the fields below in order to have your request processed:

EVENT: _____ Wedding Anniversary # _____ **OR** Birthday # _____

Date of event: _____ Actual date of birth or marriage: _____

Celebrant(s) name(s) & address: _____

Date of request: _____ Is this event a surprise? Yes No

Certificate requested by (name, address & phone number): _____

Upon request, the Certificate **may** be presented by the Mayor or another member of Council, if available.

Location, date and time for Council presentation: _____

Other relevant information: _____

If you would like to e-mail your request, please click the icon below. You may also fax it to 613-386-3833, or mail to Loyalist Township, Box 70, 263 Main St., Odessa, Ontario K0H 2H0. Thank you for your request.

