



TOWN OF AYLMER
Commemorative Certificates

The Town of Aylmer presents commemorative certificates for special occasions such as milestone birthdays or anniversaries, recognition for specific achievement, etc.

Please fill out the "order form" and drop it off at Town Hall, fax to 519-765-1446, or send it by email to the Clerk: jbrick@town.aylmer.on.ca

A minimum of 2 weeks' notice is required, to ensure you receive the certificate in a timely manner, for your special day or event !

If you wish the Mayor or designate to present the certificate on behalf of the Town, please complete that information on the "order form".

Examples of events and time frames for recognition:

<u>Type of Event</u>	<u>Recognized</u>
Birthdays	75 years, 80 years, 85 years and on.
Anniversaries	45 years, 50 years, 55 years and on.
Sporting Achievement	Outline the details on the "order form" Recognized at the Provincial, National or International levels.

Other recognitions will be considered.

If you have any questions, please contact Town Hall at 519-773-3164.



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.