



City of Rialto *California*

Ceremonial Documents

The Office of the Mayor and City Council is happy to issue Ceremonial Documents to visiting dignitaries, prominent individuals, organizations, and residents of the City of Rialto. These documents include Letters, Certificates, Proclamations, and Resolutions. The Office of the Mayor receives numerous requests per year.

In order to process these requests in a timely manner, the following standard policies and procedures will be a guide for requestors:

- All requests will go through an internal review with final approval by the City Clerk.
- All requests must be submitted in a neatly printed or typed format to the City Clerk.
- All requests are to be received at least **three weeks prior to the date the document is needed.**
- By request, Certificates, Proclamations, and Resolutions may be presented by the Mayor and City Council to the respective recipient(s) during a City Council Meeting.
- Requested documents are to be submitted to:

City of Rialto
Office of the City Clerk
Attn: Ceremonial Documents
150 S. Palm Avenue
Rialto, CA 92376

- Requests may also be e-mailed to Maria Rodriguez, Deputy City Clerk, mrodriguez@rialtoca.gov.
- All requests must include: **name and daytime telephone number / e-mail address of the contact person.**

A draft of the desired document submitted with the request will expedite the process considerably. Requests for ceremonial documents are typically limited to one per individual and/or organization per year.

Following notification of completion, ceremonial documents may be picked up at Rialto City Hall, 150 S. Palm Avenue, Rialto, CA 92376, between 7:00 am and 6:00 pm, Monday through Thursday.

All requests must follow the appropriate criteria listed above.