Request a Congratulatory Certificate

The Mayor is happy to provide Quinte West residents with a certificate to celebrate a special occasion. Please remember to order your certificate at least two (2) weeks prior to your event.

To allow us to handle your request effectively, please answer the following questions:

Type of Occasion	☐ Milestone Birthday ☐ Retirement ☐ Wedding Anniversary
If Retirement please add workplace	
Date of Occasion	
Name(s) of Recipient(s)	
Mailing Address of Recipient(s)	
Celebration Date	
Number of Years	
Name(s) as it should appear on the certificate (including title or rank)	
Delivery Options	☐ Pick up at City Hall ☐ Please mail it to the recipient ☐ Please mail it to the requester
Requester Name	
Mailing Address	
Email Address	
Telephone number	

Please send to; Office of the Mayor
City of Quinte West
7 Creswell Drive
P.O. Box 490
Trenton, ON K8V 5R6

By Fax: (613) 392-5608

If you require further assistance, please do not hesitate to contact Jane Mielke at 613-392-2841, Ext. 4433 or janem@quintewest.ca

Personal Information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator/City Clerk for the City of Quinte West, 7 Creswell Drive, PO Box 490, Trenton, ON K8V 5R6 or at 613-392-2841.