



RECOGNITION FAQs

How do I submit a celebratory document request?

You must fill out the Recognition Request Form and submit in the following ways:

- Email: dswint@rosenbergtx.gov
- Mail:
Rosenberg City Hall
City Secretary Department
2110 4th Street
Rosenberg, TX 77471

Do I provide contact information?

Yes, you must complete the Recognition Request Form in its entirety which includes the following information:

- Contact person first and last name
- Telephone number
- Email address of the contact person

How long is the processing time?

All requests sent via email have a fifteen (15) day processing time. If a request is mailed to the office, be aware that the processing time will be delayed due to the post office carrier schedule.

How often can I request a celebratory document?

You or your organization may submit a request only once per year.

Who can request a celebratory document?

No celebratory document will be issued to non-residents or for a non-Rosenberg event unless specifically approved by the Mayor. In the absence of the Mayor, the Mayor Pro Tem will reserve such right.

Can I send a draft of proposed wording for the celebratory document?

Yes. While it is necessary, we do encourage you to send any proposed wording. However, please note that we reserve the right to edit your proposed text to fit our editorial and formatting standards. It is highly unlikely that we will use a draft verbatim.

Can I request a preview of my celebratory document?

No. You cannot preview a celebratory document text before we print the document.

What happens after I submit my request?

Your request will go through an internal review and approval process pursuant to the Recognition Policy.

When can I pick up my celebratory documents?

When you have received an email stating the celebratory document is ready, you must pick up your document between the hours of 7:30 am-5:30 pm Monday through Thursday, and 8:00 am-5:00 pm on Friday.

Is there a time limit to pick up a document?

No, however, we do strongly encourage that completed documents are picked up from our office in a timely manner.

Can I have the proclamation mailed to me?

No, we do not mail celebratory documents.

Can I request a scanned version of my proclamation or certificate?

No, we do not provide scanned/digital copies.

Where do I pick up my celebratory document?

You or a designated person may pick up your celebratory document in person at the following location:

Rosenberg City Hall
City Secretary Department
2110 4th Street
Rosenberg, Texas 77471

Can I request that a photo be taken when I come to pick up my celebratory document?

No. Pick up will not entail special presentations or photo sessions.

What if I want to make changes to a celebratory document after picking it up?

We retain full editorial control of all documents that leave our office. With the exception of grammatical, spelling or statistical errors, we will not make any changes to a document after it is picked up.

Can I request the Mayor present my celebratory document?

Yes. With the Mayor's approval, a celebratory document may be presented at a City Council meeting. If presented at a City Council meeting, photos will be taken.

Can I submit a request for a key to the city?

No. Presentations of a key to the city is at the discretion of the Mayor only. The celebratory key honors exceptional civic contributions of distinguished citizens and honored guests.

For additional concerns or questions, please contact:

Danyel Swint, City Secretary
832-595-3340
dswint@rosenbergtx.gov