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**REPRESENTATIVE  
BEN SANCHEZ**  
153<sup>RD</sup> LEGISLATIVE DISTRICT



# CITATION REQUEST FORM

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**Please note, citation requests require a two week notice to guarantee timely delivery.**

All citation requests are checked for accuracy and relevance. If for some reason a citation request cannot be fulfilled a member of our staff will contact you prior to the request date.

Please email a scanned copy of this form to [mseikirk@pahouse.net](mailto:mseikirk@pahouse.net)

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## Contact Information

Full Name: \_\_\_\_\_

Pronouns: \_\_\_\_\_ Salutation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Best Phone Number: \_\_\_\_\_ Home/Cell/Work (*please circle one*)

Request by date: \_\_\_\_\_

Delivery address (if different from above): \_\_\_\_\_  
\_\_\_\_\_

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## Information of Person or Organization Recognized on Citation

*Please print clearly*

Full Name: \_\_\_\_\_

Pronouns: \_\_\_\_\_ Salutation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Best Phone Number: \_\_\_\_\_ Home/Cell/Work (*please circle one*)

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# Citation Information

**On a separate piece of paper or on the back of this form please provide category and as much information as possible. Topic categories and information examples are as follows:**

**Anniversary:** Years married, children, grandchildren, great grand children where couple resides, where married, maiden name, accomplishments, details wanted within citation.

**Athletic Accomplishment:** Team name, roster, specific accomplishment, coach, school district, school name, any other pertinent information.

**Birthday:** Birth date, year, birthplace, children/grandchildren/great-grandchildren, spouse, where they reside, other pertinent information.

**Condolence:** Name, Date of birth, date of death, obituary if possible.

**Boy Scout:** troop number, troop location, leadership positions, awards, parent/guardian names, other pertinent information.

**Girl Scout:** troop number, troop location, leadership positions, awards, parent/guardian names, other pertinent information.

**Retirement:** years of employment, company/employer., location, special accomplishments/achievements, date of retirement, other pertinent information.