



The Secretary of the State of Connecticut Certificate of Recognition Request Form

Requests may be e-mailed to scheduler.sots@ct.gov

Please download this form first. Next, open this form with a PDF reader, and then fill in the required information below:

Office of the Secretary of the State of Connecticut
Secretary of the State Stephanie Thomas

Would like to recognize

Why is this individual being recognized: (ex. Your hard work and dedication within your community)	
Name as it should appear on the certificate: If there are multiple recipients for the same award please separate each name with a comma. (ex. Sarah Smith, Emma Ross)	
Name of Award: (ex. 2023 Lifetime Achievement Award)	
Date to appear on the bottom of the certificate:	

Please complete the information below regarding the contact person. Certificates will be mailed to this person.

Name:	
Title (if applicable):	
Address: (including Zip Code)	
Phone Number:	
Email Address:	

In order to guarantee timely delivery, please submit requests for up to 10 Certificate(s) of Recognition at least two weeks before they are needed. Requests for more than 10 Certificates of Recognition will be considered on an individual basis and may be refused. Due to staffing and budget restraints, we can not accept requests for more than 50 Certificates of Recognition. For any questions or additional information please contact our Executive Assistant at scheduler.sots@ct.gov or call 860.509.6202