

UFA Retirement & 20 Year Plaque Request Form

Plaques are only for retirement, 20 year and every five year increment after 20 years.

- Delegate must prepare Plaque Request Form (see below). Name spelling & dates must be accurate.
- Completed forms must be faxed to UFA mailroom at 212-683-0690. *Minimum 60 days notice is recommended.*
- Plaques are delivered to your Delegate at the firehouse, Union Meetings or can be picked up at UFA office -- but only *after* confirming that it is ready.
- After faxing, call the UFA mailroom or Ann Elizabeth to confirm they have received your Request Form, and again prior to visiting for a pick-up.

Following this process is the quickest way to insure prompt service & accurate plaques.

	Company #	Full Name	Date Appointed	Retirement Date	# of Years
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

DATE SUBMITTED: ____/____/____

- Date of Retirement Affair: ____/____/____
- Requesting Delegate Name: _____ Tele. #: ____-____-____
- Fax to: 212-683-0690

NOT FOR OFFICERS OR PROMOTIONS. A copy of this Plaque Request Form can also be found in Delegate Manual section W-19.