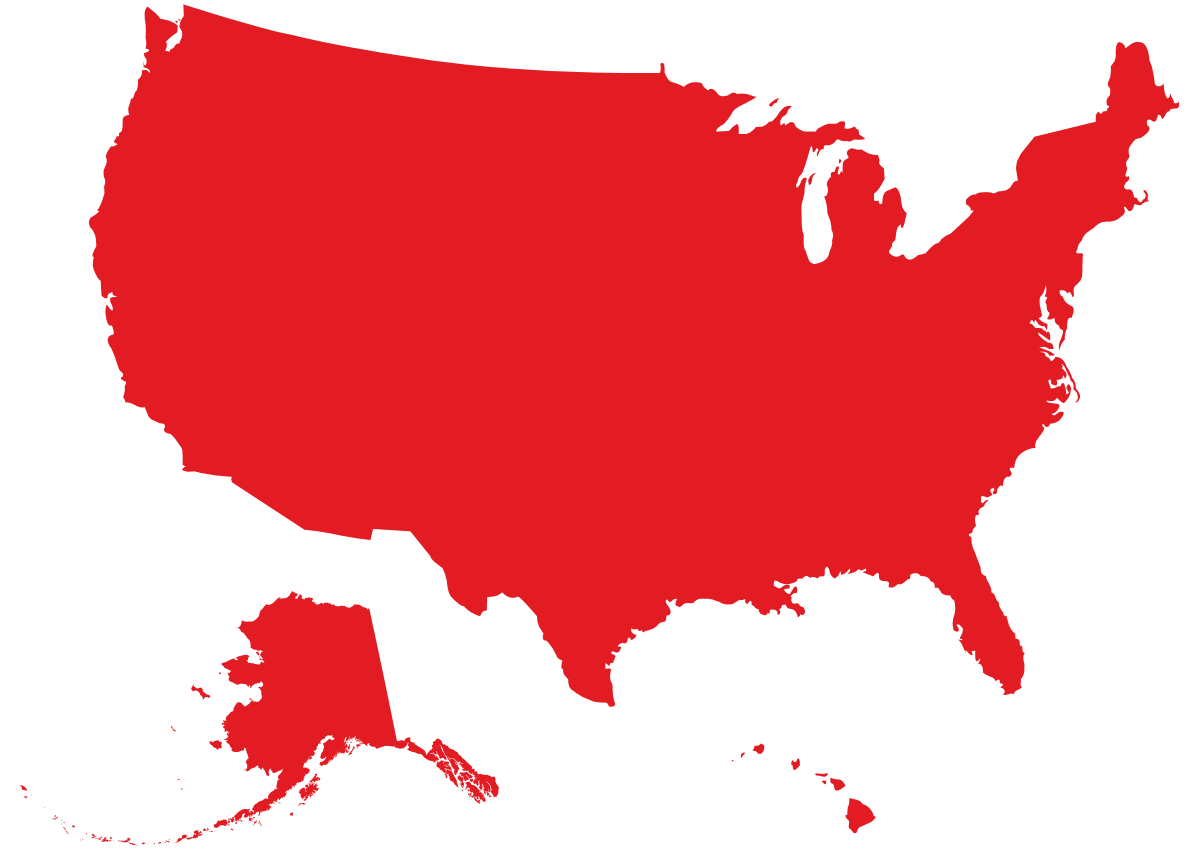


BUILD YOUR FUTURE:

State Proclamation Guidelines



Please Note:

All proclamations must be requested by a resident of the state in question. Requests by non-residents are often denied. Proclamation requests must include proposed text, including four to six “Whereas” clauses. This will ensure the quick processing of your application. Be sure to include a contact person’s first and last name, telephone number, address and the date by which you need your proclamation, as well as any background information about the event being announced.

For sample language, use Build Your Future’s [sample proclamation](#).



BUILD YOUR FUTURE: State Proclamation Guide

Please copy and paste the URL from the "Electronic Request" column into your web browser

State	Governor	Preferred Process	Required Notice	Electronic Request	Mailing Address	Website	Telephone	Include Sample Language
Alabama	Kay Ivey	Submit electronic proclamation request form	Please submit form no later than 30 days prior to date needed.	https://contact.governor.alabama.gov/contact_procs.aspx	State Capitol 600 Dexter Avenue Montgomery, Alabama 36130	http://governor.alabama.gov/	Phone (334) 242-7100	Yes
Alaska	Michael J. Dunleavy	Submit electronic request form.	Please allow a minimum of 4-6 weeks advance notice	http://aws.state.ak.us/CrmForms/Home/WebRequest	Office of the Governor Attention: Office of Constituent Relations P.O. Box 110001 Juneau, AK 99811	http://gov.alaska.gov/	Phone: (907) 465-3500	Yes
Arizona	Doug Ducey	Submit electronic proclamation request form	At least six weeks before, no more than six months in advance.	http://azgovernor.gov/engage/form/proclamation-request	The Honorable Doug Ducey Arizona Governor Executive Tower 1700 West Washington Street Phoenix, AZ 85007	http://azgovernor.gov/	Phone: (602) 542-4331	Yes
Arkansas	Asa Hutchinson	Proclamation requests are accepted via electronic proclamation request form.	Please submit at least 30 days prior to the date needed	https://governor.arkansas.gov/online-services/proclamation-request/	Washington Office of the Governor State of Arkansas, 400 North Capitol Street – Suite 365 ,Washington, DC, 20001	http://governor.arkansas.gov/	Phone: (501) 682-2345	Yes
California	Gavin Newsom	Must be evaluated and sponsored by the state agency under which the proclamation topic falls. The agency works directly with the requestor to determine if the agency will sponsor the proclamation. Contact mcooper@nccer.org for help with filing this proclamation.	All requests must be submitted no later than 90 days prior to your requested deadline or event date, whichever comes first.	http://www.ca.gov/agencies	Governor Gavin Newsom c/o State Capitol, Suite 1173 Sacramento, CA 95814	https://www.gov.ca.gov/	Phone: (916) 445-2841	Yes
Colorado	Jared Polis	Submit electronic proclamation request form	At least 6 weeks notice	http://www.colorado.gov/govh/dir/requests/proclamation.html	Jared Polis, Governor 136 State Capitol Denver, CO 80203-1792	https://www.colorado.gov/governor/	Phone: (303) 866-2471	Yes
Connecticut	Ned Lamont	Email the governor name and contact information and organization. Governor.lamont@ct.gov	At least 4 weeks from the date and no more than 90 days	https://portal.ct.gov/Office-of-the-Governor/Contact/Request-a-proclamation	210 Capitol Avenue Hartford, CT 06106	https://portal.ct.gov/governor/	Phone: (860) 566-4840	
Delaware	John Carney	Submit electronic proclamation request form	Make requests three weeks in advance. Please allow 2 weeks for your request to be processed.	http://governor.delaware.gov/request-proclamation-tribute/	Office of the Governor - Carney Tatnall Building 150 Martin Luther King Jr Blvd South Dover, DE 19901	http://governor.delaware.gov/	Phone: (302) 744-4101	Yes
Florida	Ron DeSantis	Submit electronic proclamation request form	Please allow 4 – 6 weeks for the completion of the request and mailing.	http://www.flgov.com/proclamations/	State of Florida The Capitol 400 S. Monroe St. Tallahassee, FL 32399-0001	http://www.flgov.com/	Phone: (850) 488-7146	Yes
Georgia	Brian Kemp	Send completed paper proclamation form and include proclamation draft via fax or U.S. mail	Please submit at least 45 days prior to the date needed	https://gov.georgia.gov/webform/proclamation-request	Office of the Governor Brian Kemp Attn: Proclamations 206 Washington St SW Atlanta, GA 30334	http://gov.georgia.gov/governor	Phone: (404) 656-1776	Yes

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Please copy and paste the URL from the "Electronic Request" column into your web browser

State	Governor	Preferred Process	Required Notice	Electronic Request	Mailing Address	Website	Telephone	Include Sample Language
Guam	Lou Leon Guerrero				Executive Chamber P.O. Box 2950 Agana, GU 96932	http://governor.guam.gov/	Phone: (617) 472-8931	
Hawaii	David Ige	Submit electronic proclamation request form	Minimum of 4 weeks prior to intended date, no more than 3 months ahead.	http://governor.hawaii.gov/forms/request-a-proclamation/	The Honorable David Y. Ige Governor, State of Hawaii Executive Chambers, State Capitol Honolulu, Hawaii 96813	http://governor.hawaii.gov/	Phone: (808) 586-0034	Yes
Idaho	Brad Little	Send completed proclamation form and complete proclamation draft via mail, email, or fax	At least 3 weeks prior to event	https://gov.idaho.gov/proclamations/	Office of the Governor P.O. Box 83720 Boise, ID 83720	https://gov.idaho.gov/	Phone: (208) 334-2100	Yes
Illinois	J.B. Pritzker	Submit electronic proclamation request form	Requests are filled as they come so the earlier they are submitted the better. At least 3 -4 weeks prior to event.	https://www2.illinois.gov/sites/gov/contactus/Pages/Proclamation.aspx	Office of the Governor 207 State House Springfield, IL 62706	https://www2.illinois.gov/agencies/GOV	Phone: (217) 782-6831	Yes
Indiana	Eric J. Holcomb	Submit electronic proclamation request form	Submit forms electronically 6-8 weeks prior to requested delivery date	http://www.in.gov/gov/2916.htm	200 W. Washington St., Rm. 206, Indianapolis, IN 46204	http://www.in.gov/gov	Phone: (317) 232-4567	Yes
Iowa	Kim Reynolds	All requests must be submitted via the web form	Submit form electronically 6 weeks prior to requested delivery date	https://governor.iowa.gov/constituent-services/proclamation-request	Office of the Governor State Capitol 1007 East Grand Ave. Des Moines, Iowa 50319	https://www.iowa.gov/	Phone: (515) 281-5211	Yes
Kansas	Laura Kelly	Submit electronic proclamation request form or mail request form.	Submit request 6-8 weeks prior to requested delivery date	https://governor.kansas.gov/serving-kansans/constituent_services/proclamation-guidelines/	Capitol 300 SW 10th Ave., Ste. 264W Topeka, KS 66612-1590	https://governor.kansas.gov/	Phone: (785) 296-3232	Yes
Kentucky	Matt Bevin	Electronic Form Submission or mail to the governor's office	Submit request 6-8 weeks prior to requested delivery date	https://secure.kentucky.gov/formservices/Governor/ProclamationRequestForm	700 Capitol Avenue, Suite 100 Frankfort, Kentucky 40601	https://kentucky.gov/government/Pages/AgencyProfile.aspx?AgencyTitle=Governor	Phone: (502) 564-2611	Yes
Louisiana	John Bel Edwards	Submit electronic proclamation request form	At least 14 business days in advance, but no more than 90 days.	http://gov.louisiana.gov/index.cfm/form/home/13	PO Box 94004 Baton Rouge, LA 70804-9004	http://gov.louisiana.gov/	Phone: (225) 342-7015	Yes
Maine	Janet Mills	Submit electronic proclamation request form	Must be submitted at least 45 days in advance	https://www.maine.gov/governor/lepage/contact/proclamation-request-form.html	Office of the Governor #1 State House Station Augusta, ME 04333-0001	https://www.maine.gov/governor/mills/	Phone: (207) 287-3531	Yes
Maryland	Larry Hogan	Submit electronic proclamation request form	Submit requests at least 8 weeks prior to requested delivery date	https://governor.maryland.gov/mail/citations.asp	100 State Circle Annapolis, Maryland 21401-1925	http://governor.maryland.gov/	Phone: (410) 974-3901	Yes

BUILD YOUR FUTURE: State Proclamation Guide

Please copy and paste the URL from the "Electronic Request" column into your web browser

State	Governor	Preferred Process	Required Notice	Electronic Request	Mailing Address	Website	Telephone	Include Sample Language
Massachusetts	Charlie Baker	please email your request, along with suggested language and background materials to constituent.services@state.ma.us, by fax 617-727-9725, by U.S. Mail to Governor Charlie Baker, State House, Boston, MA 02133, or call 617-725-4005 to speak with a member of the Governor's staff.	Submit requests at least 20 business days before the event. Please note the Governor does not issue proclamations more than thirty days in advance.	http://www.mass.gov/governor/constituent-services/recognition/#proclamation	Massachusetts State House 24 Beacon St., Office of the Governor, Room 280 Boston, MA 02133	http://www.mass.gov/governor/	Phone:(617) 725-4005	Yes
Michigan	Gretchen Whitmer	To submit a proclamation or program book welcome letter request, please send a detailed e-mail to tributes@michigan.gov .	Submit request at least 4 weeks prior to requested delivery date	https://www.michigan.gov/whitmer/0,9309,7-387-90499_90639--,00.html	Governor Gretchen Whitmer P.O. Box 30013 Lansing, Michigan 48909	https://www.michigan.gov/whitmer/	Phone: (517) 373-3400	Yes
Minnesota	Tim Walz	The preferred form of submission is via e-mail Mail, hand deliver, or Email the form to: proclamations.gov@state.mn.us	Submit at least 20 calendar days in advance of the date it is needed	https://mn.gov/governor/news/proclamations.isp	Office of Governor Tim Walz & Lt. Governor Peggy Flanagan 130 State Capitol 75 Rev Dr. Martin Luther King Jr. Blvd. St. Paul, MN 55155	http://mn.gov/governor/	Phone: (651) 201-3400	Yes
Mississippi	Phil Bryant	Much must be submitted at least 30 days in advance, contact Governor Bryant's office at (601) 359-3150.	4 weeks notice	https://www.governorbryant.ms.gov/Pages/Proclamations.aspx	P.O. Box 139 Jackson, MS 39205	http://www.governorbryant.ms.gov/Pages/default.aspx	Phone: (601) 359-3150	Yes
Missouri	Mike Parson	Send in a contact form to request proclamation.	You may place your request up to 3 months in advance of the event/occasion date.	https://governor.mo.gov/contact-us	Capitol Building Room 218 P.O. Box 720 Jefferson City, MO 65102	https://governor.mo.gov/	Phone: (573) 751-3222	Yes
Montana	Steve Bullock	The governor's office does not issue proclamations, rather they issue "Letters of Support" via email or by U.S. mail.	Please submit requests at least 2 weeks in advance	https://governor.mt.gov/Home/Contact	Office of the Governor PO Box 200801 Helena MT 59620-0801	http://governor.mt.gov	Phone: (406) 444-3111	Yes
Nebraska	Pete Ricketts	Submit electronic proclamation request form	At least 30 days prior, no more than six months.	https://governor.nebraska.gov/proclamation-request	Office of the Governor P.O. Box 94848 Lincoln, NE 68509-4848	http://www.nebraska.gov/	Phone (402) 471-2244	Yes
Nevada	Steve Sisolak	Submit electronic proclamation request form online or by fax or mail.	Submit request at least 30 in advance.	http://gov.nv.gov/Contact/Request_a_Proclamation/	State Capitol Building 101 N. Carson Street Carson City, NV 89701	http://gov.nv.gov/	Phone: (775) 684-5670	Yes
New Hampshire	Chris Sununu	Submit online request form.	Submit request at least 2 weeks prior to requested delivery date	https://new-hampshire.secure.force.com/support/GOV_Proclamation	Office of the Governor State House 107 North Main Street Concord, NH 03301	http://www.governor.nh.gov/	Phone: (603) 271-2121	Yes
New Jersey	Phil Murphy	Submit electronic proclamation request form	Submit request 6-8 weeks prior to requested delivery date	https://nj.gov/governor/contact/proclamations/	Office of the Governor PO Box 001 Trenton, NJ 08625	http://nj.gov/governor/	Phone: (609) 292-6000	Yes

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State	Governor	Preferred Process	Required Notice	Electronic Request	Mailing Address	Website	Telephone	Include Sample Language
New Mexico	Michelle Lujan Grisham	Fill out the "Need Assistance from the Governor" form on the Governor's website. Or call the Governor's office to request a proclamation.	Requests will be accepted no more than 6 months in advance and will not be issued more than 3 months in advance of the event.	https://www.governor.state.nm.us/contact-the-governor/need-assistance-from-the-governor/	Office of the Governor 490 Old Santa Fe Trail Room 400 Santa Fe, NM 87501	https://www.governor.state.nm.us/	Phone: (505) 476-2200	Yes
New York	Andrew Cuomo	Submit requests in writing via U.S. mail or fax	Submit request at least 4 weeks prior to requested delivery date	http://www.governor.ny.gov/contact/governor-contact-form	The Honorable Andrew M. Cuomo Governor of New York State NYS State Capitol Building Albany, NY 12224 (Attention: Proclamations)	http://www.governor.ny.gov/	Phone: (518) 474-8390	Yes
North Carolina	Roy Cooper	Submit electronic proclamation request form	Submit no less than six weeks and no more than six months in advance.	https://governor.nc.gov/submit-request/request-proclamation/proclamation-request-form	Office of the Governor 20301 Mail Service Center Raleigh, NC 27699-0301	http://governor.nc.gov/	Phone: (919) 814-2000	Yes
North Dakota	Doug Burgum	Email detailed request and attach sample language	Submit request 6-8 weeks prior to requested delivery date	https://www.governor.nd.gov/contact-us	Office of Governor State of North Dakota 600 East Boulevard Avenue Bismarck, ND 58505-0100	https://www.governor.nd.gov/	Phone: (701) 328-2200	Yes
Ohio	Mike DeWine	Email detailed request and attach sample language	Submit request at least 30 days prior to requested delivery date.	https://governor.ohio.gov/wps/portal/gov/governor/contact	Riffe Center, 30th Floor 77 South High Street Columbus, OH 43215-6117	http://www.governor.ohio.gov	Phone: (614) 644-4357	Yes
Oklahoma	Kevin Stitt	Email proclamation request, fill out contact us form asking for proclamation., or call Governor's office.	All requests should be made at least 30 days in advance. If you have questions, please call (405) 521-2342.	https://www.ok.gov/triton/contact.php?ac=347&id=322	Oklahoma State Capitol 2300 N. Lincoln Blvd., Room 212 Oklahoma City, OK 73105	http://www.ok.gov/governor/	Phone: (405) 521-2342	Yes
Oregon	Kate Brown	Please send the filled out proclamation template (found on website) via e-mail to: gov.proclamations@oregon.gov	All proclamations must be submitted with at least a 30-day notice to allow for the approval process and the production of the document itself.	http://www.oregon.gov/gov/Pages/Proclamation-Request-Guidelines.aspx	Office of the Governor State Capitol Room 160 900 Court Street Salem, OR 97301-4047	http://www.oregon.gov/gov/	Phone: (503) 378-4582	Yes
Pennsylvania	Tom Wolf	Please send detailed email request	Submit request 6-8 weeks prior to requested delivery date	https://www.governor.pa.gov/contact/	Office of the Governor 508 Main Capitol Building Room 225 Harrisburg, PA 17120	https://www.governor.pa.gov/governor-tom-wolf/	Phone: (717) 787-2500	Yes
Puerto Rico	Ricardo Rossello	Application must be submitted in writing with proof that the proclamation would benefit the Puerto Rican people.	Application must be submitted at least 60 working days prior.	https://estado.pr.gov/en/proclamations/	La Fortaleza P.O. Box 9020082 San Juan, PR 00902-0082	https://www.fortaleza.pr.gov/	Phone: (787) 721-7000	
Rhode Island	Gina Raimondo	Please send requests via e-mail or fax	Submit request at least 45 days prior to requested delivery date	http://www.governor.ri.gov/contact/	Office of the Governor Smith Street Providence, RI 02903	http://www.governor.ri.gov/	Phone: (401) 222-2080	Yes
South Carolina	Henry McMaster	All proclamation requests must be submitted in writing via e-mail, mail, or fax.	Please submit your request 30 days in advance.	https://iqconnect.lmhostediq.com/iqextranet/EForm.aspx?cid=FSL_SC_GOV&fid=100039	Governor Henry McMaster State House 1100 Gervais Street Columbia, South Carolina 29201	https://governor.sc.gov/	Phone: (803) 734-2100	Yes

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State	Governor	Preferred Process	Required Notice	Electronic Request	Mailing Address	Website	Telephone	Include Sample Language
South Dakota	Kristi Noem	Fill proclamation template on website and email to govproclamation@state.sd.us	Allow for 2-3 weeks processing.	http://sd.gov/governor/contact/proclamations.aspx	Office of the Governor 500 E Capitol Ave Pierre, SD 57501	http://sd.gov/governor/contact/contact.aspx	Phone: (605) 773-3212	Yes
Tennessee	Bill Lee	Submit electronic proclamation request form	Please submit your request 21 business days in advance.	https://www.tn.gov/governor/contact-us/proclamation-request.html	The Governor's Office of Constituent Services Ground Floor, State Capitol Nashville, TN 37243	https://www.tn.gov/governor/about-bill-lee.html	Phone: (615) 741-2001	Yes
Texas	Greg Abbott	Submit a written request via online contact page (choose "I need assistance" from list), fax or U.S. mail	Please submit your request 8 weeks in advance.	http://governor.state.tx.us/contact/	Office of the Governor P.O. Box 12428 Austin, Texas 78711-2428	http://gov.texas.gov/	Phone: (512) 463-2000	Yes
Utah	Gary Herbert	Submit electronic declaration request form	n/a or as soon as possible	https://gocentral.utah.gov/Request/Declarations	Utah State Capitol Complex 350 North State Street, Suite 200 PO Box 142220 Salt Lake City, Utah 84114-2220	http://www.utah.gov/governor/	Phone: (801) 538-1000	Yes
Vermont	Phil Scott	Submit electronic proclamation request form	Please submit your request 4-6 weeks in advance.	http://governor.vermont.gov/proclamation-request	Office of Governor Phil Scott 109 State Street, Pavilion Montpelier, VT 05609	http://governor.vermont.gov	Phone: (802) 828-3333	Yes
Virginia	Ralph Northam	Submit electronic proclamation request form	Please submit your request at least 45 days in advance.	https://www.governor.virginia.gov/constituent-services/request-a-proclamation/	Governor Terry McAuliffe Common Ground for Virginia P.O. Box 1475 Richmond, VA 23218	http://www.governor.virginia.gov	Phone: (804) 786-2211	Yes
Virgin Islands	Albert Bryan Jr.	Call or email the Governor's office.	Please submit your request at least 4-6 weeks in advance.	https://www.vi.gov/contact/	5047 (21-22) Kongens Gade St. Thomas, VI 00802-6487	www.vi.gov	Phone: (340) 774-0001	
Washington	Jay Inslee	Submit electronic proclamation request form	Please submit your request at least 30 days in advance.	http://www.governor.wa.gov/contact/requests-invites/request-ceremonial-proclamation-greeting-or-letter/request-ceremonial	Governor Jay Inslee Office of the Governor PO Box 40002 Olympia, WA 98504-0002	http://www.governor.wa.gov/office-governor/office	Phone: (360) 902-4111	Yes
West Virginia	Jim Justice	Submit electronic proclamation request form	Please submit your request at least 30 days in advance.	http://www.governor.wv.gov/Pages/request_proclamation.aspx	Office of the Governor State Capitol, 1900 Kanawha Blvd. E Charleston, WV 25305	http://www.governor.wv.gov	Phone: (304) 558-2000	Yes
Wisconsin	Tony Evers	Please send detailed email request	Please submit your request 4 weeks in advance.	https://appengine.egov.com/apps/wi/Governor/contact	Office of Governor Scott Walker 115 East Capitol Madison, WI 53702	http://www.wisgov.state.wi.us	Phone: (608) 266-1212	Yes
Wyoming	Mark Gordon	Call or email the Governor's office.	Submit request at least 2-4 weeks prior to requested delivery date	https://governor.wyo.gov/contact	Wyoming Governor Mark Gordon Idelman Mansion 2323 Carey Ave. Cheyenne, WY 82002-0010	http://governor.wyo.gov/	Phone: (307) 777-7434	Yes