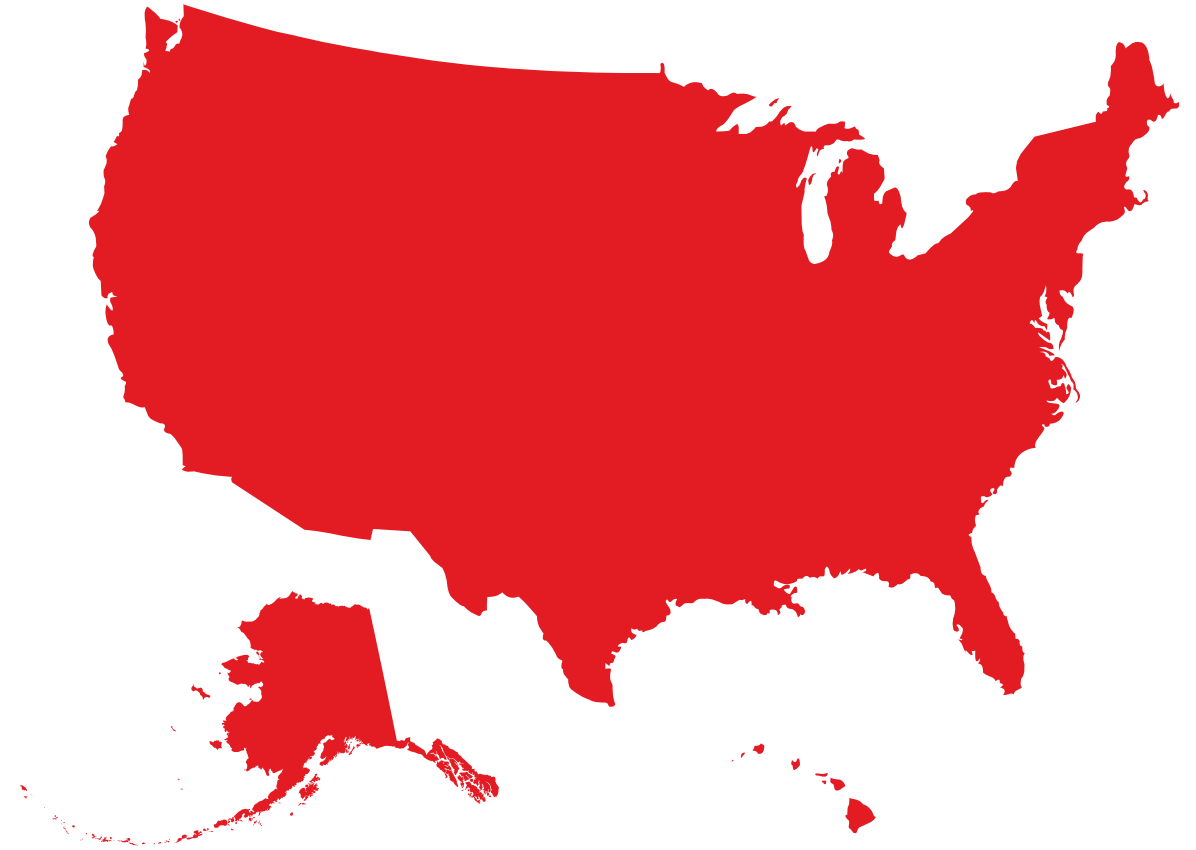


BUILD YOUR FUTURE:

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 located on byf.org/resources.



State	Governor	Preferred Process	Required Notice	Electronic Request	Mailing Address	Website	Telephone	Include Sample Language
Alabama	Robert Bentley	Submit electronic proclamation request form	Please submit form no later than 30 days prior to date needed.	http://216.226.177.218/forms/contact_procs.aspx	State Capitol 600 Dexter Avenue Montgomery, Alabama 36130	http://governor.alabama.gov/	Phone (334) 242-7100	Yes
Alaska	Bill Walker	Submit all proclamation requests email or U.S. mail	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	Please submit 6 weeks in advance of intended delivery date	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, e-mail, fax, or U.S mail	Please submit at least 30 days prior to the date needed	http://governor.arkansas.gov/proclamation-request-form	Governor Asa Hutchinson State Capitol 500 Woodlane Street, Suite 250 Little Rock, AR 72201	http://governor.arkansas.gov/	Phone: (501) 682-3613	Yes
California	Edmund Brown (a.k.a - Jerry Brown)	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 Jerry Brown c/o State Capitol, Suite 1173 Sacramento, CA 95814	https://www.gov.ca.gov/home.php	Phone: (916) 445-2841	Yes
Colorado	John Hickenlooper	Submit electronic proclamation request form	4-6 weeks notice	http://www.colorado.gov/govhdir/requests/proclamation.html	John W Hickenlooper, Governor 136 State Capitol Denver, CO 80203-1792	https://www.colorado.gov/governor/	Phone: (303) 866-2471	Yes
Delaware	Jack Markell	Submit electronic proclamation request form	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	Rick Scott	Submit electronic proclamation request form	Please allow 4 – 6 weeks for the completion of the request and mailing.	http://www.flgov.com/proclamations/	Office of Governor Rick Scott State of Florida The Capitol 400 S. Monroe St. Tallahassee, FL 32399-0001	http://www.flgov.com/	Phone: (850) 488-7146	Yes
Georgia	Nathan Deal	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	http://gov.georgia.gov/ceremonial-document-request-forms	Office of the Governor Nathan Deal Attn: Proclamations 206 Washington St SW Atlanta, GA 30334	http://gov.georgia.gov/governor	Phone: (404) 656-1776	Yes
Hawaii	David Ige	Submit electronic proclamation request form	Minimum of 4 weeks prior to intended date	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) 586-2211	Yes
Idaho	Butch Otter	Send completed proclamation form and complete proclamation draft via mail	At least 3 weeks prior to event	http://gov.idaho.gov/mediacenter/proc/index.html	Office of the Governor P.O. Box 83720 Boise, ID 83720	https://gov.idaho.gov/index.html	Phone: (208) 334-2100	Yes
Illinois	Bruce Rauner	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://www.illinois.gov/gov/contactus/Pages/Proclamation.aspx	Office of the Governor 207 State House Springfield, IL 62706	https://www.illinois.gov/Pages/default.aspx	Phone: (217) 782-0244	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, Indiana	http://www.in.gov/gov	Phone: (317) 233-0800	Yes
Iowa	Terry Branstad	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	Sam Brownback	Submit electronic proclamation request form or submit via U.S. mail	Submit request 6-8 weeks prior to requested delivery date	https://governor.ks.gov/serving-kansans/constituent-services/proclamation-guidelines/proclamation-request	Office of the Governor, Capitol, 300 SW 10th Ave., Ste. 241S; Topeka, KS 66612-1590	https://governor.kansas.gov/	Phone: (785) 368-8500	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	http://kentucky.gov/Pages/home.aspx	Phone: (502) 564-2611	Yes
Louisiana	John Bel Edwards	Submit electronic proclamation request form	Must be submitted 45 days in advance or 2 weeks prior to event	http://gov.louisiana.gov/index.cfm/form/home/13	PO Box 94004 Baton Rouge, LA 70804-9004	http://gov.louisiana.gov/	Phone: (225) 342-0991	Yes
Maine	Paul LePage	Submit electronic proclamation request form	Must be submitted at least 45 days in advance	http://www.maine.gov/governor/lepage/citizen_services/proclamation_request_form.shtml	Office of the Governor #1 State House Station Augusta, ME 04333-0001	http://www.maine.gov/portal/government/	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
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	Governor Charlie Baker, State House, Boston, MA 02133	http://www.mass.gov/governor/	Phone:(617) 725-4005	Yes
Michigan	Rick Snyder	To submit a proclamation or program book welcome letter request, please send a detailed e-mail to tributes@michigan.gov at least four weeks in advance of when the recognition is needed.	Submit request at least 4 weeks prior to requested delivery date	http://www.michigan.gov/snyder/0,4668,7-277-57577_59874---,00.html	Governor Rick Snyder P.O. Box 30013 Lansing, Michigan 48909	http://www.michigan.gov/snyder	Phone: (517) 335-7858	Yes
Minnesota	Mark Dayton	The preferred form of submission is via e-mail Mail, hand deliver, or Email the form to: yassin.omar@state.mn.us	Submit at least 20 calendar days in advance of the date it is needed	http://mn.gov/governor/assets/proclamation_request_form_2017_tcm1055-273723.pdf	Sume Lee Office of Governor Mark Dayton & Lt. Governor Tina Smith 75 Rev. Dr. Martin Luther King Jr. Blvd. Ste. 130 Saint Paul, MN 55155-1611 St. Paul, MN 55155	http://mn.gov/governor/	Phone: (651) 201-3432	Yes
Mississippi	Phil Bryant	To request a Proclamation, which much must be submitted at least 30 days in advance of the proclamation date, contact Debbie Carney at Debbie.carney@governor.ms.gov or (601) 576-2028.	4 weeks notice	http://www.governorbryant.ms.gov/Pages/Proclamation-Request.aspx	P.O. Box 139, Jackson, MS 39205	http://www.governorbryant.ms.gov/Pages/default.aspx	Phone: (601) 359-3150	Yes

Missouri	Eric Greitens	Submit electronic proclamation request form	You may place your request up to 3 months in advance of the event/occasion date.	https://governor.mo.gov/get-involved/request-proclamation-governor-eric-greitens	Office of Governor Eric Greitens 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	n/a	PO Box 200113 Helena, MT 59620-0113	http://governor.mt.gov	Phone: (406) 444-2511	Yes
Nebraska	Pete Ricketts	Submit electronic proclamation request form	Minimum of 4 weeks prior to intended delivery date	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	Brian Sandoval	Submit electronic proclamation request form	Submit request at least 4 weeks prior to requested delivery date	http://gov.nv.gov/Contact/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 requests in writing via U.S. mail or email	Submit request at least 2 weeks prior to requested delivery date	https://business.nh.gov/nhgovernor/comments.asp	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	Chris Christie	Submit electronic proclamation request form	Submit request 6-8 weeks prior to requested delivery date	http://nj.gov/cgi-bin/governor/govmail/govmail_1c_new.pl	Office of the Governor PO Box 001 Trenton, NJ 08625	http://nj.gov/governor/	Phone: (609) 292-6000	Yes
New Mexico	Susana Martinez	Submit electronic proclamation request form	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.	http://www.governor.state.nm.us/Proclamations_1.aspx	Office of the Governor 490 Old Santa Fe Trail Room 400 Santa Fe, NM 87501	http://www.governor.state.nm.us/	Phone: (505) 476-2200	Yes
New York	Andrew Cuomo	Submit requests in writing via U.S. mail or email	Submit request at least 4 weeks prior to requested delivery date	http://www.governor.ny.gov/content/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 request 4-6 weeks prior to requested delivery date	http://www.governor.state.nc.us/contact/recognition-request/request-certification-award-proclamation-or-note-please-note-all-requests	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	John Kasich	Email detailed request and attach sample language	Submit request at least 4 weeks prior to requested delivery date.	http://www.governor.ohio.gov/Contact/SchedulingRequests.aspx	Governor John Kasich Riffe Center, 30th Floor 77 South High Street Columbus, OH 43215-6117	http://www.governor.ohio.gov	Phone: (614) 466-3555	Yes
Oklahoma	Mary Fallin	Submit electronic proclamation request form	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/modules/formbuilder/form.php?form_id=06f2c591e968592fd1c7e83874080933b60eb19edcdc602986eae9c12d826cb	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 160 State Capitol 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 Harrisburg, PA 17120	https://www.governor.pa.gov/governor/	Phone: (717) 787-2500	Yes
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 82 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.	http://governor.sc.gov/ExecutiveBranch/Pages/Proclamations.aspx	Governor Henry McMaster 1205 Pendleton Street Columbia, SC 29201	http://governor.sc.gov/Pages/default.aspx	Phone: (803) 734-5167	Yes
South Dakota	Dennis Daugaard	Email detailed request and attach sample language	Please submit your request 4 weeks in advance.	govproclamation@state.sd.us	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 Haslam	Submit electronic proclamation request form	Please submit your request 21 business days in advance.	http://www.tn.gov/governor/article/request-for-a-proclamation	The Governor's Office of Constituent Services Ground Floor, State Capitol Nashville, TN 37243	http://www.tn.gov/	Phone: (615) 253-7730	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) 983-0275	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	Terry McAuliffe	Submit electronic proclamation request form	Please submit your request at least 45 days in advance.	https://governor.virginia.gov/constituent-services/make-a-request/proclamations/proclamation-request/	Governor Terry McAuliffe Common Ground for Virginia P.O. Box 1475 Richmond, VA 23218	http://www.governor.virginia.gov	Phone: (804) 786-2211	Yes
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/	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	Scott Walker	Please send detailed email request	Please submit your request 4 weeks in advance.	https://walker.wi.gov/request-document	Office of Governor Scott Walker 115 East Capitol Madison, WI 53702	http://www.wisgov.state.wi.us	Phone: (608) 266-1212	Yes
Wyoming	Matt Mead	Requests can be mailed, e-mailed, faxed to (307) 632-3909 or hand-delivered. If emailing, please email to: dalena.phipps@wyo.gov	Submit request at least 2-4 weeks prior to requested delivery date	https://docs.google.com/a/wyo.gov/viewer?a=v&pid=sites&srcid=d3lvLm-dvdnxb3Zlcm5vcnxneDo2YWZjMmUzMDY3ZWJhZjY0	Dalena Phipps Office of the Governor 2323 Carey Ave. Cheyenne, WY 82002	http://governor.wyo.gov/	Phone: (307) 777-7434	Yes