



## 2024 State Proclamation Information

| State                   | Process  | Information Needed                  | Notes                         | Contact   | How to Receive the Proclamation? |
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| <a href="#">Alabama</a> | Proclamation requests must be made at least 30 days in advance of the needed date. Visit <a href="#">this form</a> to submit.  | Description; Additional Information |                               | General: (334) 242-7100 or <a href="#">contact online</a> .   | Not stated.                      |
| <a href="#">Alaska</a>  | Proclamation requests must be submitted via <a href="#">this website</a> , with the "Type of Request" being a "Proclamation Request" at the bottom of the form. Proclamation requests are reviewed 4 - 6 weeks ahead of the requested issue date. Requests due February 19 <sup>th</sup> . |                                     | Type of Request: Proclamation | General: (907) 465-3500   | Not stated.                      |
| <a href="#">Arizona</a> | Proclamation and commendation requests are accepted no less than six (6) weeks but no more than twenty six (26) weeks in advance   |                                     |                               | <a href="#">General online contact form</a> or email <a href="mailto:proclamations@az.gov">proclamations@az.gov</a> | Can be mailed or picked up.      |

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|                            | of the proclaimed date. Visit <a href="#">this form</a> to submit.   |                          |   |   |                             |
| <a href="#">Arkansas</a>   | Requests must be submitted at least 30 days in advance of the needed date. Visit <a href="#">this form</a> to submit.  | Description; Use         |   | Proclamation Assistance: (501) 682-3613 or <a href="#">contact online</a> .     | Can be mailed or picked up. |
| <a href="#">California</a> | If your proclamation request is for an event or day other than a state or national holiday, it must be first evaluated and sponsored by the state agency under which the issue falls. Contact the <a href="#">CA Department of Public Health</a> to start the process. The agency works directly with the requestor to determine if the agency will sponsor the proclamation.                                    | Organization Information | Request Commemorative Message                   | General Information for CA <a href="#">Dept of Public Health</a> : 916-558-1784 | Not stated.                 |
| <a href="#">Colorado</a>   | All requests for communication from Governor Polis must be received at least four weeks in advance of the date of printing. The Governor's Office may decline a request for any reason. <b>All Proclamations now incur a \$25 fee that will need to be paid once the proclamation has been approved.</b> This will cover staff time taken to accurately vet requests. Visit <a href="#">this form</a> to submit. |                          | Needs someone associated with Amputee Coalition | Constituent Services: (303) 866-2885 or <a href="#">email the governor</a> .    | Can be mailed or picked up. |

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| <a href="#">Connecticut</a>          | Requests must be made online at least three weeks prior to when you need the proclamation. Visit <a href="#">this form</a> to submit. Cannot submit until February 1 <sup>st</sup> .             | Description |   | General: (860) 566-4840 or <a href="#">contact online</a> .            | Can be mailed or picked up.   |
| <a href="#">Delaware</a>             | Proclamation requests must be made at least three weeks in advance. Applicants must be residents of Delaware. Visit <a href="#">this form</a> to submit.   |             | Place text in notes section                     | Dover: (302) 744-4101, Wilmington: (302) 577-3210                      | Can be mailed or picked up in Dover or Wilmington.                  |
| <a href="#">District of Columbia</a> | They require the request to come directly from an organization and you must include an event occurring in DC. Allow for a three week processing time. Visit <a href="#">this page</a> to submit. |             | Needs someone associated with Amputee Coalition | General: (202)727-6306   | Can be mailed to the applicant, to Amputee Coalition, or picked up. |
| <a href="#">Florida</a>              | Submit your request four to six weeks before it is needed to allow adequate time for your request to be considered. Proclamation guidelines <a href="#">here</a> .                               |             |   | General: (850) 488-7146 or <a href="#">email the governor</a> .        | Mailed to the requestor.  |
| <a href="#">Georgia</a>              | All requests must be submitted at least 30 days before the proclamation is needed for consideration. Visit <a href="#">this form</a> to submit.  | Description |   | General: (404) 656-1776 or visit <a href="#">this form</a> to contact. | Mailed to the requestor.  |
| <a href="#">Hawaii</a>               | All requests must be submitted a minimum of four weeks prior to the date it is needed. Visit this <a href="#">form</a> to submit.  |             | Needs someone associated with                   | General: (808)586-0034 or <a href="#">contact online</a> .             | Can be emailed or picked up   |

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|                          |   |         | Amputee Coalition |  |   |
| <a href="#">Idaho</a>    | Fill out a <a href="#">paper form</a> and either email to <a href="mailto:proclamations@gov.idaho.gov">proclamations@gov.idaho.gov</a> ; fax (208) 334-3454, or mail a completed form request to address on the form. Form must be completed three weeks prior to date needed. Visit <a href="#">this link</a> to submit. |         | Submit via Email  | General: (208) 334-2100 or <a href="#">email the office</a> .          | Mailed to the requestor.                      |
| <a href="#">Illinois</a> | All requests must be made 30 days in advance of the date needed. Visit <a href="#">this form</a> to submit.   |         |                   | Constituent Affairs: (217) 782-0244                                    | Pick up, mailed, or emailed to the requestor. |
| <a href="#">Indiana</a>  | All requests must be made six to eight weeks in advance of the date needed. Visit <a href="#">this form</a> to submit.  |         |                   | General: (317) 232-4567 or <a href="#">contact online</a> .            | Can be mailed or picked up.                   |
| <a href="#">Iowa</a>     | All requests must be made four to six weeks in advance of the date needed. Visit this <a href="#">form</a> to submit.   | Purpose |                   | General: (515) 281-5211 or <a href="#">contact online</a> .            | Can be mailed or picked up.                   |
| <a href="#">Kansas</a>   | All requests must be made six to eight weeks in advance of the date needed. Proclamation Guidelines <a href="#">HERE</a> . Visit <a href="#">this form</a> to submit.   | Purpose |                   | Constituent Services: 785-368-8500                                     | Mailed to requestor.                          |
| <a href="#">Kentucky</a> | Proclamations should be submitted 30 days in advance of the date needed. Proclamation Guidelines <a href="#">HERE</a> . Visit <a href="#">this form</a> to submit.  | Purpose |                   | Constituent Services: 502-564-2611 or <a href="#">contact online</a> . | Can be mailed or picked up.                   |

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| <a href="#">Louisiana</a>     | Must be submitted at least 14 business days in advance. Limited to 200 words. Visit <a href="#">this form</a> to submit.  |                          | Needs someone associated with Amputee Coalition | General: (225)342-0991 or (844)860-1413   | Can be mailed or picked up.           |
| <a href="#">Maine</a>         | Requests must be made 45 days in advance of the date needed. Visit <a href="#">this form</a> to submit.   |                          |   | Constituent Services: (207)287-3531   | Can be mailed or picked up.           |
| <a href="#">Maryland</a>      | Request proclamation at least 30 days in advance of the date needed. Visit <a href="#">form</a> to submit.  | Organization Information | Needs someone associated with Amputee Coalition | General: (410) 974-3901   | Mailed to requestor                   |
| <a href="#">Massachusetts</a> | Request a proclamation at least 20 business days in advance of the date needed. Visit this <a href="#">link</a> to submit.  |                          | Submit via Email                                | General: (617) 725-4005 or <a href="#">contact online</a> .                               | Can be mailed or picked up.           |
| <a href="#">Michigan</a>      | To <a href="#">submit a proclamation</a> , please send a detailed email to <a href="mailto:tributes@michigan.gov">tributes@michigan.gov</a> at least four weeks in advance of when the recognition is needed. |                          | Submit via Email                                | General: (517) 335-7858 or <a href="#">contact online</a> .                               | Not stated.                           |
| <a href="#">Minnesota</a>     | Submit the request at least 20 business days in advance of date needed. Visit <a href="#">this form</a> to submit.  |                          |   | General: (651) 201-3400, or <a href="#">contact online</a> .                              | Can be mailed, emailed, or picked up. |
| <a href="#">Mississippi</a>   | Request a proclamation at least 30 days in advance of the date needed. Submit a proclamation request on the contact page with   |                          | Submit via Email                                | General: (601) 359-3150 or <a href="mailto:governor@govreeves.m">governor@govreeves.m</a> | Not stated                            |

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|                               | full document details. (601) 359-3150<br><a href="https://tatereeves.com/contact-us/">https://tatereeves.com/contact-us/</a>   |                  |                               | s.gov. Direct: <a href="#">Bonita Waters</a> , (601) 576-2968                |                             |
| <a href="#">Missouri</a>      | Submit a request 60 days in advance of the date needed through <a href="#">this form</a> . Drop down the subject line to the proclamation request. Guidelines <a href="#">HERE</a> |                  | Subject: Proclamation Request | General: (573) 751-3222 or <a href="#">email</a>                             | Not stated                  |
| <a href="#">Montana</a>       | Contact Gov. Greg Gianforte and include proclamation request <a href="#">here</a>  |                  | Email for Letter of Support   | General: 406-444-3111 or <a href="#">via email</a> .                         | Not stated                  |
| <a href="#">Nebraska</a>      | Request proclamation at least 30 days prior to the date needed. Visit <a href="#">this form</a> to submit.   |                  |                               | General: (402) 471-2244 or <a href="#">email</a>                             | Mailed to the requestor.    |
| <a href="#">Nevada</a>        | Request proclamation at least four weeks in advance of date needed. Visit <a href="#">this form</a> to submit.   |                  |                               | Carson City or Las Vegas: (775) 684-5670; (702) 486-2500                     | Not listed.                 |
| <a href="#">New Hampshire</a> | Requests must be submitted at least 30 calendar days in advance Request proclamation through <a href="#">this form</a> .   | Description; Use |                               | Constituent Services: (603) 271-7676; Office of the Governor at 603-271-2121 | Can be mailed or picked up. |
| <a href="#">New Jersey</a>    | Requests must be made to the Governor's office six to eight weeks in advance of the date needed. Request proclamation via <a href="#">this form</a> .                              | Description; Use |                               | General: 609-292-6000 or <a href="#">contact online</a>                      | Can be mailed or picked up. |

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| <a href="#">New Mexico</a>     | Submit proclamation at least 45 days before the date needed. Visit <a href="#">this form</a> to submit.  | Purpose | Needs someone associated with Amputee Coalition | General: (505) 476-2200 or <a href="#">contact online</a> .  | Can be mailed or picked up.             |
| <a href="#">New York</a>       | Visit <a href="#">this link</a> to fill out the form. Under the topic, select “Health” and then follow up with calls. Due February 1 <sup>st</sup> .     |         | Request via Contact Page                        | General: (518) 474-8390  | Not listed.                             |
| <a href="#">North Carolina</a> | Submit a proclamation <b>at least 120 days and no more than six months in advance to the date</b> needed. Visit <a href="#">this link</a> to submit.     |         |   | To follow up on a proclamation request, you can reach us at 919-814-2000 or via email at govrequests@nc.gov. | Either via presentation, mailed or PDF. |
| <a href="#">North Dakota</a>   | Visit <a href="#">this link</a> to submit a “contact” form to start a request and follow up with calls or emails. <a href="#">Previous proclamations</a> | Purpose |   | General: (701) 328-2200, <a href="mailto:ashleykelsch@nd.gov">ashleykelsch@nd.gov</a>                        | Can be mailed, emailed.                 |
| <a href="#">Ohio</a>           | . Request a proclamation at least 30 days prior to the date needed. Visit <a href="#">this link</a> to submit.   |         | Subject: Proclamation Request                   | General: (614) 644-4357  | Not listed.                             |
| <a href="#">Oklahoma</a>       | Proclamation requests should be made at least 30 days in advance of the date needed. Visit <a href="#">this link</a> to submit.                          |         |   | General: (405) 521-2342  | Not listed.                             |

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| <a href="#">Oregon</a>         | Visit <a href="#">this link</a> to view the proclamation template. All proclamations must be submitted with at least a 30-day notice. Please send the filled out proclamation template via e-mail to: <a href="mailto:yasmin.solorio@oregon.gov">yasmin.solorio@oregon.gov</a><br><a href="#">GUIDELINES</a> |             | Submit via Email         | General: 503-378-4582 or <a href="#">via email</a> .  | Mailed or emailed.                         |
| <a href="#">Pennsylvania</a>   | Submit proclamations six to eight weeks before the needed date. Visit <a href="#">this form</a> to submit through their “contact” form.  |             | Request via Contact Page | General: (717) 787-2500   | digital PDF, mailed hard copy, or both.    |
| <a href="#">Puerto Rico</a>    | <a href="#">Requests</a> must be submitted in writing at least sixty (60) working days prior to the needed date. Address: Departamento de Estado de Puerto Rico, Calle San José, San Juan, 00901, Puerto Rico  |             |                          | General: (787) 722-2121   | Not listed.                                |
| <a href="#">Rhode Island</a>   | All proclamation requests must be received at least 30 business days before the date needed. Submit a request by filling out the “ <a href="#">Contact the Governor Form</a> ” and select “Proclamation Request” in the Issue drop down menu. Guidelines for proclamations <a href="#">HERE</a>              | Description | Request via Contact Page | Phone: (401) 222-2080 or <a href="mailto:governor@governor.ri.gov">governor@governor.ri.gov</a> | digital PDF, mailed hard copy, or pick up. |
| <a href="#">South Carolina</a> | Visit <a href="#">this form</a> , complete required fields with “Request a Recognition” under “Type of Request.” Next, select “Proclamation” under the   | Description |                          | General: (803) 734-2100   | Mailed to the requestor or picked up.      |

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|                              | “What type of Recognition are you requesting.”   |                                    |  |  |   |
| <a href="#">South Dakota</a> | Request proclamation four weeks in advance of the needed date. Please submit 3 – 4 week in advance of the date needed. Visit <a href="#">this form</a> to submit. <a href="#">GUIDELINES</a> | Description                        | Request via Contact Page;<br>No formal policy          | General: (605) 773-3212                  | Mailed to the requestor.                      |
| <a href="#">Tennessee</a>    | Request proclamation at least 21 days in advance of the date needed. Visit <a href="#">this form</a> to submit.  | Purpose;<br>Additional Information |  | General: (615) 741-2001                  | Not listed.                                   |
| <a href="#">Texas</a>        | Visit <a href="#">this link</a> , complete required fields with “Ceremonial item request.” in the “Issue” dropdown. Include request and draft proclamation in the comment box.               |                                    | Request via Contact Page;<br>Issue:<br>Ceremonial Item | General: (512) 463-2000                  | Can be mailed or picked up.                   |
| <a href="#">Utah</a>         | Declaration requests must be made at least six weeks in advance of the date needed. Visit <a href="#">this link</a> to submit.   | Description;<br>Purpose            |  | General: (801) 538-1000 or 1800-705-2464 | Can be mailed, picked up, or electronic copy. |
| <a href="#">Vermont</a>      | Request a proclamation four to six weeks before the needed date. Visit <a href="#">this link</a> to submit   |                                    |  | General: (802) 828-3333                  | Will be mailed.                               |
| <a href="#">Virginia</a>     | Proclamation requests must be made 45 days in advance of the   | Description;<br>Statistics         |  | General: (804) 786-2211                  | Can be mailed or picked up.                   |

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|                               | needed date. Visit <a href="#">this link</a> to submit.   |                        |                  |   |                             |
| <a href="#">Washington</a>    | Proclamation requests must be made at least 45 days in advance of the needed date. Visit <a href="#">this link</a> to submit.               | Description            |                  | Governor's Office at 360-902-4111         | Will be mailed.             |
| <a href="#">West Virginia</a> | Visit <a href="#">this link</a> to submit a request.  | Additional Information |                  | General: (304) 558-2000 or (888) 438-2731 | Can be mailed or picked up. |
| <a href="#">Wisconsin</a>     | Request proclamation 45 days in advance of the needed date. Visit <a href="#">this link</a> to submit. <a href="#">GUIDELINES</a>           |                        |                  | General: (608) 266-1212                   | Can be mailed or picked up. |
| <a href="#">Wyoming</a>       | Request proclamation 45 days in advance of the needed date. Visit <a href="#">this link</a> to submit a request. <a href="#">Guidelines</a> |                        | Submit via Email | General: (307) 777-7434                   | Can be mailed or picked up. |