



Build Your Future: State Proclamation Guide

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State	Governor	Preferred Process	Required Notice	Electronic Request	Mailing Address	Website	Telephone
Alabama	Kay Ivey	Submit electronic proclamation request form.	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
Alaska	Michael J. Dunleavy	Submit electronic proclamation request form.	Please allow a minimum of 4 - 6 weeks advance notice.	http://aws.state.ak.us/CrmForms/Home/WebRequest	Office of the Governor Mike Dunleavy P.O. Box 110001 Juneau, AK 99811	http://gov.alaska.gov/	Phone: (907) 465-3500
Arizona	Katie Hobbs	Submit electronic proclamation request form.	Requests are accepted no less than 6 weeks but no more than 3 months in advance of the event date of proclaimed 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
Arkansas	Sarah Huckabee Sanders	Submit electronic proclamation request form.	Submit request at least 30 days prior to the date needed.	https://governor.arkansas.gov/online-services/proclamation-request/	Office of the Governor Asa Hutchinson State Capitol Room 250 500 Woodland Ave. Little Rock, AR 72201	http://governor.arkansas.gov/	Phone: (501) 682-2345
California	Gavin Newsom	Submit proclamation request on the contact page with full document details.	All requests must be submitted no later than 90 days prior to your requested deadline or event date, whichever comes first.	https://www.gov.ca.gov/contact/	Governor Gavin Newsom 1021 O Street, Suite 9000 Sacramento, CA 95814	https://www.gov.ca.gov/	Phone: (916) 445-2841
Colorado	Jared Polis	Submit electronic proclamation request form.	Submit request at least 4 weeks in advance of the date of printing.	https://www.colorado.gov/governor/proclamations	Jared Polis, Governor State Capitol Bldg 200 E. Colfax Ave, Rm. 136, Denver, C 80203	https://www.colorado.gov/governor/	Phone: (303) 866-2471
Connecticut	Ned Lamont	Submit electronic proclamation request form.	Due to the volume of requests received, your request must be submitted at least four weeks prior, but no more than 3 months prior, to the due date.	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.	Submit request at least 3 weeks in advance of your deadline.	http://governor.delaware.gov/request-proclamation-tribute/	Office of the Governor - Carney Tatnall Building 150 Martin Luther King Jr Blvd South Dover, DE 19901	https://governor.delaware.gov/	Phone: (302) 744-4101
Florida	Ron DeSantis	Submit electronic proclamation request form.	Please submit your request four to six weeks before it is needed to allow adequate time for your request to be considered.	https://www.flgov.com/request-a-proclamation-3/	State of Florida The Capitol 400 S. Monroe St. Tallahassee, FL 32399-0001	https://www.flgov.com/	Phone: (850) 717-9337



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Georgia	Brian Kemp	Submit electronic proclamation request form.	A Georgia resident must make the request at least 30 days in advance but no more than six months in advance of the event date or proclaimed date. In order for the request to be met within that time period, we must have all information provided.	https://gov.georgia.gov/contact-us/proclamations/proclamation-request	Office of the Governor Brian Kemp 206 Washington St SW Atlanta, GA 30334	https://gov.georgia.gov/	Phone: (404) 656-1776
Guam	Lou Leon Guerrero	Submit proclamation request on the contact page with full document details.	An eight week notice is required.	https://governor.guam.gov/contact-us/	Ricardo J. Bordallo Complex 513 West Marine Corps Drive Hagatna, Guam 96910	http://governor.guam.gov/	Phone: (617) 472-8931-6
Hawaii	Josh Green	Submit electronic proclamation request form.	Minimum of 4 weeks prior to intended date, no more than 3 months ahead.	https://governor.hawaii.gov/contact-us/request-a-commemorative-message/	The Honorable David Y. Ige Governor, State of Hawaii Executive Chambers, State Capitol Honolulu, Hawaii 96813	https://governor.hawaii.gov/	Phone: (808) 586-0034
Idaho	Brad Little	Send completed proclamation form and complete proclamation draft to proclamations@gov.idaho.gov .	Submit request 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
Illinois	J.B. Pritzker	Submit electronic proclamation request form.	Submit request at least 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://gov.illinois.gov/	Phone: (217) 782-6831
Indiana	Eric J. Holcomb	Submit electronic proclamation request form.	Submit forms electronically 6 - 8 weeks prior to requested delivery date.	https://www.in.gov/governors-office/request-a-proclamation/	200 W. Washington St., Rm. 206, Indianapolis, IN 46204	https://www.in.gov/gov/	Phone: (317) 232-4567
Iowa	Kim Reynolds	Submit electronic proclamation request form.	Submit form electronically 4 to 8 weeks before the start of the month of the proclamation date.	https://governor.iowa.gov/services/request-proclamation	Office of the Governor State Capitol 1007 East Grand Ave. Des Moines, Iowa 50319	https://governor.iowa.gov/	Phone: (515) 281-5591
Kansas	Laura Kelly	Submit electronic proclamation request form or mail request form.	Submit request 6 - 8 weeks prior to requested delivery date, no more than 6 months in advance.	https://governor.kansas.gov/serving-kansans/constituent_services/proclamation-guidelines/	Capitol 300 SW 10th Ave. Topeka, KS 66612	https://governor.kansas.gov/	Phone: (785) 368-8500
Kentucky	Andy Beshear	Submit electronic proclamation request form.	Submit request at least 30 days in advance.	https://secure.kentucky.gov/formservices/Governor/ProclamationRequestForm	700 Capitol Avenue, Suite 100 Frankfort, Kentucky 40601	https://governor.ky.gov/	Phone: (502) 564-2611



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Louisiana	Jeff Landry	Submit electronic proclamation request form.	Submit request at least 14 business days in advance, no more than 90 days.	http://gov.louisiana.gov/index.cfm/form/home/13	PO Box 94004 Baton Rouge, LA 70804	http://gov.louisiana.gov/	Phone: (225) 342-7015
Maine	Janet Mills	Submit electronic proclamation request form.	Must be submitted at least 45 days in advance.	https://www.maine.gov/governor/mills/contact/request_proclamation	Office of the Governor #1 State House Station Augusta, ME 04333	https://www.maine.gov/governor/mills/	Phone: (207) 287-3531
Maryland	Wes Moore	Submit electronic proclamation request form.	Submit requests at least 30 days prior to requested delivery date.	https://md.accessgov.com/governor/Forms/Page/cs/letter/1	100 State Circle Annapolis, Maryland 21401-1925	http://governor.maryland.gov/	Phone: (410) 974-3901
Massachusetts	Maura Healey	Submit electronic proclamation request form.	Submit requests at least 20 business days before the event. Please note the Governor does not issue proclamations more than 30 days in advance.	https://www.mass.gov/forms/request-a-proclamation-from-governor-healey	Massachusetts State House 24 Beacon St., Office of the Governor, Room 280 Boston, MA 02133	http://www.mass.gov/governor/	Phone:(617) 725-4005
Michigan	Gretchen Whitmer	Send a detailed e-mail to tributes@michigan.gov .	Submit request at least four weeks in advance of when the recognition is needed.	https://www.michigan.gov/whitmer/news/proclamations	Governor Gretchen Whitmer P.O. Box 30013 Lansing, Michigan 48909	https://www.michigan.gov/whitmer/	Phone: (517) 335-7858
Minnesota	Tim Walz	Submit the electronic proclamation request form.	Submit request at least 20 business days in advance of the date it is needed.	https://mn.gov/governor/newsroom/proclamations/proclamationrequest.jsp	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
Mississippi	Tate Reeves	Submit proclamation request on the contact page with full document details.		https://tatereeves.com/contact-us/	P.O. Box 139 Jackson, MS 39205	https://governorreeves.ms.gov/	Phone: (601) 359-3150
Missouri	Michael Parson	Submit proclamation request on the contact page with full document details.	Submit request at least 60 days prior to the date requested.	https://governor.mo.gov/contact-us/proclamation-request	Capitol Building P.O. Box 720 Jefferson City, MO 65102	https://governor.mo.gov/	Phone: (573) 751-3222
Montana	Greg Gianforte	Submit electronic proclamation request form.	Please submit requests at least 2 weeks in advance.	https://greatfallsmt.net/cityclerk/proclamation-request-form	Office of the Governor PO Box 200801 Helena MT 59620-0801	http://governor.mt.gov	Phone: (406) 444-3111
Nebraska	Jim Pillen	Submit electronic proclamation request form.	Submit request at least 30 days prior, no more than 6 months in advance.	https://governor.nebraska.gov/proclamation-request	Office of the Governor P.O. Box 94848 Lincoln, NE 68509-4848	https://governor.nebraska.gov/	Phone (402) 471-2244



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Nevada	Joe Lombardo	Submit electronic proclamation request form.	Submit request at least 4 weeks in advance.	http://gov.nv.gov/Forms/Request_a_Proclamation/	State Capitol Building 101 N. Carson Street Carson City, NV 89701	http://gov.nv.gov/	Phone: (775) 684-5670
New Hampshire	Chris Sununu	Submit electronic proclamation request form.	Submit request at least 30 calendar days in advance.	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
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	https://nj.gov/governor/index.shtml	Phone: (609) 292-6000
New Mexico	Michelle Lujan Grisham	Submit electronic proclamation request form.	Requests will be accepted no less than 45 days, but no more than 6 months in advance of the event date or proclaimed date.	https://www.governor.state.nm.us/contact-the-governor/requesting-a-proclamation/	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
New York	Kathy Hochul	Submit electronic proclamation request form.	Submit request at least 4 weeks prior to requested delivery date.	https://www.nyc.gov/office-of-the-mayor/mayoral-greeting-request.page	The Honorable Kathy Hochul Governor of New York State NYS State Capitol Building Albany, NY 12224 (Attention: Proclamations)	http://www.governor.ny.gov/	Phone: (518) 474-8390
North Carolina	Roy Cooper	Submit electronic proclamation request form.	All requests for proclamations must be received at least 120 days and no more than six months before the event date.	https://governor.nc.gov/submit-request/request-proclamation	Office of the Governor 20301 Mail Service Center Raleigh, NC 27699-0301	http://governor.nc.gov/	Phone: (919) 814-2000
North Dakota	Doug Burgum	Submit electronic proclamation request form.	Submit request 6 - 8 weeks prior to requested delivery date.	https://www.governor.nd.gov/proclamation-request	Office of Governor State of North Dakota 600 East Boulevard Avenue Bismarck, ND 58505	https://www.governor.nd.gov/	Phone: (701) 328-2200
Ohio	Mike DeWine	Submit electronic proclamation request form.	Submit request at least 30 days prior to requested delivery date.	https://governor.ohio.gov/contact/recognition-request/recognition-request	Riffe Center, 30th Floor 77 South High Street Columbus, OH 43215-6117	http://www.governor.ohio.gov	Phone: (614) 466-3555
Oklahoma	Kevin Stitt	Submit electronic proclamation request form.	All requests should be made at least 30 days in advance.	https://oklahoma.gov/governor/contact/commendation-or-proclamation.html	Oklahoma State Capitol 2300 N. Lincoln Blvd., Room 212 Oklahoma City, OK 73105	http://www.ok.gov/governor/	Phone: (405) 521-2342
Oregon	Tina Kotek	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.	http://www.oregon.gov/gov/Pages/Proclamation-Request-Guidelines.aspx	Office of the Governor 900 Court Street, Suite 254 Salem, OR 97301-4047	http://www.oregon.gov/gov/	Phone: (503) 378-4582



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Pennsylvania	Josh Shapiro	Submit proclamation request on the contact page with full document details.	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/	Phone: (717) 787-2500
Puerto Rico	Pedro Pierluisi	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://www.statedepartment.pr.gov/proclamations	Departamento de Estado de Puerto Rico, C. San José, San Juan, 00901, Puerto Rico	https://www.fortaleza.pr.gov/	Phone: (787) 722-2121
Rhode Island	Daniel McKee	Submit proclamation request on the contact page with full document details.	Submit request at least 45 days prior to requested delivery date.	https://governor.ri.gov/contact/	Office of the Governor 82 Smith Street Providence, RI 02903	http://www.governor.ri.gov/	Phone: (401) 222-2080
South Carolina	Henry McMaster	Submit electronic proclamation request form.	Submit request 30 days in advance.	https://acceleratesc.my.site.com/constituents/s/contact-the-governor	Governor Henry McMaster State House 1100 Gervais Street Columbia, South Carolina 29201	https://governor.sc.gov/	Phone: (803) 734-2100
South Dakota	Kristi Noem	Submit electronic proclamation request form.	Submit requests at least 3 - 4 weeks in advance.	https://iqconnect.lmhostedig.com/iqextranet/EForm.aspx?_cid=FSL_SD_GOV&_fid=2100080	Office of the Governor 500 E Capitol Ave Pierre, SD 57501	https://governor.sd.gov/	Phone: (605) 773-3212
Tennessee	Bill Lee	Submit electronic proclamation request form.	Requests must be made 4-6 weeks in advance.	https://www.tn.gov/governor/contact-us/constituent-requests/proclamation-request.html	State Capitol, 1st Floor 600 Dr. Martin L. King Jr. Blvd. Nashville, TN 37243	https://www.tn.gov/governor/about-bill-lee.html	Phone: (615) 741-2001
Texas	Greg Abbott	Submit electronic proclamation request form.	Submit request at least 8 weeks in advance.	https://gov.texas.gov/apps/contact-us/assistance	Office of the Governor P.O. Box 12428 Austin, Texas 78711-2428	http://gov.texas.gov/	Phone: (512) 463-2000
Utah	Spencer Cox	Submit electronic proclamation request form.	Submit request at least 30 days in advance.	https://sf.gov.utah.gov/Contact/s/declaration	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
Vermont	Phil Scott	Submit electronic proclamation request form.	Submit request at least 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
Virginia	Glenn Youngkin	Submit electronic proclamation request form.	Submit request no fewer than 45 days in advance and no more than 120 days in advance of the date you need.	https://www.governor.virginia.gov/constituent-services/request-a-proclamation/proclamation-request/	Common Ground for Virginia P.O. Box 1475 Richmond, VA 23218	http://www.governor.virginia.gov	Phone: (804) 786-2211



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Virgin Islands	Albert Bryan Jr.	Submit proclamation request on the contact page with full document details.	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	https://www.vi.gov/governor-bryan/	Phone: (340) 774-0001
Washington	Jay Inslee	Submit electronic proclamation request form.	Submit request at least 30 days in advance.	https://governor.wa.gov/contact-acting-governor/requests-invites/request-ceremonial-proclamation-greeting-or-letter	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
Washington D.C.	Secretary Kimberly Bassett	Complete request form and fax it to (202) 727-6526.	Please submit a request three weeks before the event, but no more than three months in advance.	https://os.dc.gov/sites/default/files/dc/sites/os/release_content/attachments/12117/ceremonialdocumentrequestform.pdf	Office of the Secretary of the District of Columbia 1350 Pennsylvania Avenue NW, Suite 419, Washington, DC 20004	https://os.dc.gov/service/ceremonial-services	Phone: (202) 727-5082
West Virginia	Jim Justice	Submit electronic proclamation request form.	Please submit your request at least 30 days in advance.	https://wv.accessgov.com/governor/Forms/Page/gov-request-proclamation/proclamation-governor/	Office of the Governor State Capitol, 1900 Kanawha Blvd. E Charleston, WV 25305	https://governor.wv.gov/Pages/default.aspx	Phone: (304) 558-2000
Wisconsin	Tony Evers	Submit electronic proclamation request form.	Submit request no fewer than 45 days in advance.	https://wi.accessgov.com/public/Forms/Page/governor/document-request	PO Box 7863 Madison, WI 53702	http://www.wisgov.state.wi.us	Phone: (608) 266-1212
Wyoming	Mark Gordon	Submit proclamation request on the contact page with full document details.	Submit request at least 2 - 4 weeks prior to requested delivery date.	https://governor.wyo.gov/contact/proclamation-requests	Wyoming Governor Mark Gordon State Capitol 200 West 24th Street Cheyenne, WY 82002	http://governor.wyo.gov/	Phone: (307) 777-7434