

State	Process	Contact	Who receives the actual proclamation?
Alabama	In order to complete the document accurately and efficiently, please provide as much information as possible. If you are requesting a proclamation, please cut and paste a copy of a previous proclamation or include enough information to draft a new version. Please submit form no later than 30 days prior to date needed. <a href="http://216.226.177.218/forms/contact_procs.aspx">http://216.226.177.218/forms/contact_procs.aspx</a>		
Alaska	Proclamation requests must be submitted via the website form, <a href="http://gov.alaska.gov/contact/email-the-governor/">http://gov.alaska.gov/contact/email-the-governor/</a> Scroll to the bottom of the page and click on the proclamation tab.	Brent Whittmer is the proclamation designee in the governor's office in Juneau 907-465-3500	Not stated
Arizona	Proclamation requests must be submitted 6 weeks in advance of the date needed. 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. <a href="http://azgovernor.gov/governor/form/proclamation-request">http://azgovernor.gov/governor/form/proclamation-request</a> You must include the proposed text for the proclamation.		Can be mailed or picked up by the requestor.
Arkansas	Request form can be found at <a href="http://governor.arkansas.gov/proclamation-request-form">http://governor.arkansas.gov/proclamation-request-form</a> . Requests must be submitted to the Office of Correspondence with at least a 30-day notice.	None listed	May be mailed or picked up by the requestor
California	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. The agency works directly with the requestor to determine if the agency will sponsor the proclamation. To find the appropriate agency to sponsor your proclamation request, please visit <a href="http://www.ca.gov/agencies">http://www.ca.gov/agencies</a> The Governor's Office does not issue official proclamations for individuals or private organizations; those types of requests are fulfilled by commemorative messages.		
Colorado	All requests for communication from Governor Hickenlooper must be received at least four weeks in advance of the date of printing. Any requests received fewer	None listed	Proclamations will be mailed to the person making the

	<p>than four weeks in advance will not be prioritized and may not be fulfilled. Proclamations will be issued approximately 2 weeks prior to the date it is needed. You will need sample wording for the application.</p> <p><a href="https://www.colorado.gov/governor/request-letter-proclamation-or-flag">https://www.colorado.gov/governor/request-letter-proclamation-or-flag</a></p>		request.
Connecticut	<p>Requests must be made online at least 4 weeks prior (but no more than 3 months prior) to when you need the proclamation using their form at <a href="http://portal.ct.gov/Request_Proclamation.aspx">http://portal.ct.gov/Request_Proclamation.aspx</a> You will need to have sample language for the proclamation when you complete the online form.</p>		Can be mailed or picked up at the governor's office.
Delaware	<p>Proclamation requests must be made at least a month in advance. Applicants must be residents of Delaware or have a Delaware connection, if they are a national group.</p> <p>Requests should be done online at <a href="http://governor.delaware.gov/request-proclamation-tribute/">http://governor.delaware.gov/request-proclamation-tribute/</a></p>		<p><i>Wilmington</i> - Pick up from Carvel State Office Building</p> <p><i>Dover</i> - Pick up from Tatnall Building</p> <p>Can request to have it mailed to them.</p>
District of Columbia	<p>They require the request to come directly from an organization and you must include an event occurring in DC (Call on Congress). Proclamations are prepared for the Mayor's signature for District residents and others under specific circumstances. Requests should be made online at <a href="http://webforms.dc.gov/WebForm.aspx?agency=EOM&amp;formtype=CER&amp;type=dsf">http://webforms.dc.gov/WebForm.aspx?agency=EOM&amp;formtype=CER&amp;type=dsf</a></p>	Office of the Secretary; Betty Akers, Director (202) 727-5082	Proclamations can be mailed to the person completing the application or to Fight CRC directly. The other option is to pick it up.
Florida	<p>Submit your request four to six weeks before it is needed to allow adequate time for your request to be considered. You will need to submit a draft of the proclamation. Must apply for it on their website at <a href="http://www.flgov.com/request-a-proclamation/">http://www.flgov.com/request-a-proclamation/</a> The form does ask for a Federal ID# if we have one, but it is not required to have one to apply.</p>	Executive Office of Governor Rick Scott 400 S Monroe St Tallahassee, FL 32399 (850) 488-7146	Mailed to the requestor.
Georgia	<p>To request a proclamation, you need to fill out one of the provided forms that can be found on the website below, and submit via fax or mail to the proclamations coordinator. All requests must be submitted at least 45 days before the proclamation is needed for consideration.</p> <p><a href="https://gov.georgia.gov/webform/proclamation-request-form">https://gov.georgia.gov/webform/proclamation-request-form</a></p>	Office of the Governor Nathan Deal Attn: De'Osha Randolph or John Vaughan 206 Washington St SW Atlanta, GA 30334	
Hawaii	<p>All requests must be submitted a minimum of four (4) weeks prior to the date it is needed. Requests will be accepted no more than six (6) months in advance. All requests must be submitted by an individual or organization based in Hawaii. You</p>		You can choose to pick it up at the capitol or have it emailed to you.

	<p>will need to submit a draft of the proclamation to your online application. They do require that you supply them with the CRC data specific to Hawaii or they will not give a proclamation. Apply online by going to <a href="http://governor.hawaii.gov/contact-us/request-a-proclamation/">http://governor.hawaii.gov/contact-us/request-a-proclamation/</a></p>		
Idaho	<p>Following instructions on the site and either email or mail completed form request to address on the request. Only 2 copies are permitted. Allow minimum of 3 weeks prior to date needed if you wish a signing ceremony, else allow 4 weeks. <a href="https://gov.idaho.gov/mediacenter/proc/index.html">https://gov.idaho.gov/mediacenter/proc/index.html</a></p>		Proclamations are mailed to the requestor.
Illinois	<p><a href="https://www.illinois.gov/gov/ContactUs/Pages/Proclamation.aspx">https://www.illinois.gov/gov/ContactUs/Pages/Proclamation.aspx</a> 4 weeks in advance</p>		Mailed to the requestor
Indiana	<p><a href="http://www.in.gov/gov/2916.htm">http://www.in.gov/gov/2916.htm</a> Submit 6-8 weeks prior</p>		Choice of having it mailed to you or you can go in and pick it up.
Iowa	<p>All requests must be submitted via the web form below. Requests submitted via e-mail, mail, fax, or in-person will not be accepted. Formal proclamation signings are held on Thursdays between 2-3pm by appointment only. Please indicate below whether or not you would like a formal signing and a member of our office will be in contact with you. <a href="https://governor.iowa.gov/constituent-services/proclamation-request">https://governor.iowa.gov/constituent-services/proclamation-request</a></p>		Mailed or can be picked up in person
Kansas	<p>Must submit your request in writing. Requests may be completed online, faxed to (785) 368-8788, or mailed to the following: Office of the Governor, Constituent Services; State Capitol, Second Floor; Topeka, KS 66612-1590. Your written request must be accompanied by a draft of the proclamation. Submit your request 6-8 weeks in advance of your requested date. Requests will be accepted no more than six months in advance.</p>	<p>If you have further questions, please contact Constituent Services at the Governor's Office, 785-368-8500.</p>	
Kentucky	<p>Request form can be found at <a href="https://secure.kentucky.gov/formservices/Governor/ProclamationRequestForm">https://secure.kentucky.gov/formservices/Governor/ProclamationRequestForm</a> The Constituent Services Office can be contacted at <a href="http://governor.ky.gov/Pages/contact.aspx">http://governor.ky.gov/Pages/contact.aspx</a> or 502-564-2611.</p>		

Maine	Proclamation requests are submitted to the Office of the Governor. All requests must be made 45 days in advance, be made by a Maine citizen or a Maine-based organization, not take sides in matters of political controversy, and affect a broad group of citizens. Applications/requests can be done online at <a href="http://www.maine.gov/governor/lepage/citizen_services/proclamation_request_for_m.shtml">http://www.maine.gov/governor/lepage/citizen_services/proclamation_request_for_m.shtml</a>	Lance Libby (207) 287-3533	It can be mailed to the person applying for it, or they can choose to pick it up at the state building.
Maryland	Citizens and organizations may request a proclamation from the Governor's Office to recognize a day, week or month in awareness of a cause. Requests for proclamations must be received by the Governor's Office at least 8 weeks in advance of your deadline. Applications/requests should be done online at <a href="http://governor.maryland.gov/mail/citations.asp">http://governor.maryland.gov/mail/citations.asp</a>	(410) 974-3901	Approved requests will be mailed as an oversized document to the street address provided in the request. In-person pick-up is not available.
Massachusetts	To request a proclamation, please email your request, along with suggested language and background materials, At least 20 days in advance to: <a href="mailto:constituent.services@state.ma.us">constituent.services@state.ma.us</a> or call 617-725-4005 to speak with a member of the Governor's staff. They don't issue proclamations more than thirty days in advance.	Fax 617-727-9725, Mail to Governor Charlie Baker, State House, Boston, MA 02133, Web info: <a href="http://www.mass.gov/governor/constituent-services/recognition/">http://www.mass.gov/governor/constituent-services/recognition/</a>	They can be mailed or picked up by hand.
Michigan	To submit a proclamation or program book welcome letter request, please send a detailed e-mail to <a href="mailto:tributes@michigan.gov">tributes@michigan.gov</a> at <b>least four weeks</b> in advance of when the recognition is needed.		
Minnesota	<b>The preferred form of submission is via e-mail. All other forms of submission will take additional time to process.</b> To submit a proclamation a request form must be filled out found here: <a href="https://mn.gov/governor/resources/proclamations/">https://mn.gov/governor/resources/proclamations/</a> Must be submitted at least 20 days in advance	Sume Lee Office of Governor Dayton 116 Veterans Service Building 20 W 12th St St.Paul, MN 55155 Email: <a href="mailto:sumee.Lee@state.mn.us">sumee.Lee@state.mn.us</a>	Approved requests can be mailed, picked up by hand or emailed
Mississippi	To request a Proclamation, <b>which much must be submitted at least 30 days in advance of the proclamation date</b> , contact Debbie Carney at <a href="mailto:Debbie.carney@governor.ms.gov">Debbie.carney@governor.ms.gov</a> or (601) 576-2028.	Debbie Carney at <a href="mailto:Debbie.carney@governor.ms.gov">Debbie.carney@governor.ms.gov</a> or (601) 576-2028	

Missouri	Request form can be found at <a href="https://governor.mo.gov/get-involved/request-proclamation-governor-jay-nixon">https://governor.mo.gov/get-involved/request-proclamation-governor-jay-nixon</a> . Must be submitted 30 days in advance but can be submitted up to 3 months in advance.	None listed	None listed
Montana	Does not issue state proclamations.	n/a	n/a
Nebraska	The Governor's Office must receive a complete request and draft Proclamation at least 30 days prior to the date you wish to receive the document to allow for approval and production. Requests should be made using the form listed on the website: <a href="https://governor.nebraska.gov/proclamation-request">https://governor.nebraska.gov/proclamation-request</a>		Will be mailed to individual making request
Nevada	Complete the form online and include suggested language for your proclamation. Please note that due to the number of requests received, proclamation requests must be received at least 30 days in advance. In addition, proclamation requests should include four to six "Whereas" clauses. <a href="http://gov.nv.gov/contact/proclamation/">http://gov.nv.gov/contact/proclamation/</a>		No information was listed.
New Hampshire	Send a request in writing to the Governor's Office. Please send requests at least two weeks in advance and include as much information as possible. Or send by email: <a href="http://business.nh.gov/NHGovernor/comments.asp">http://business.nh.gov/NHGovernor/comments.asp</a>	Governor Maggie Hassan State House 107 North Main Street Concord, NH 03301	It can be mailed or picked up by hand.
New Jersey	Complete the online contact form after selecting "Selecting Proclamations/Special Letter" from the topic menu. <a href="http://nj.gov/governor/contact/">http://nj.gov/governor/contact/</a>	Office of the Governor PO Box 001 Trenton, NJ 08625 609-292-6000	No information on this was listed.
New Mexico	Accepted no more than 6 months in advance and will not be issued more than 3 months in advance of the event. Four week notice is required to provide proclamations. Any draft language provided may be edited or rewritten at the discretion of the Governor's office. Every request must be approved before being issued. <a href="http://www.governor.state.nm.us/Proclamations_1.aspx">http://www.governor.state.nm.us/Proclamations_1.aspx</a>	The Office of Governor Susana Martinez is located on the 4th floor of the New Mexico State Capitol in Room 400, and the phone number is <b>(505) 476-2200</b> .	Mailed or picked up at the state capitol.

New York	<p><a href="https://www.governor.ny.gov/content/governor-contact-form">https://www.governor.ny.gov/content/governor-contact-form</a></p> <p>Fill out the form and then follow up with calls</p>	<p>Governor of New York State NYS State Capitol Building Albany, NY 12224 1-518-474-8390</p>	No specific information listed.
North Carolina	<p>Please note that all requests require 4-6 weeks prior notification.</p> <p><a href="https://governor.nc.gov/request-proclamation-letter-or-award">https://governor.nc.gov/request-proclamation-letter-or-award</a></p>	<p>20301 Mail Service Center Raleigh, NC 27699-0301 (919) 814-2000</p>	One can request a date and event to be presented the proclamation. It can also be mailed.
North Dakota	<p>No Specific info on website. <a href="http://www.governor.nd.gov/contact-us">http://www.governor.nd.gov/contact-us</a> Years past I have mailed a request or emailed : <a href="mailto:ashleykelsch@nd.gov">ashleykelsch@nd.gov</a></p>	<p>Office of Governor State of ND Ashley Kelsch 600 East Blvd Ave Bismarck, ND 58505-0100</p>	No specific info listed, in the past Ashley has asked me how I would like the certificate, mail or email. Often sends both
Ohio	<p>Contact Governor Kasich's office directly, 614-466-3555, and ask who you should talk to regarding a proclamation, last year it was Dave Ward, Governor's Aide, 614-644-0932.</p> <p>Let the Governor's Aide know you will be sending a request along with the wording you would like for it to contain. You can go to the following website to apply online: <a href="http://www.governor.ohio.gov/Contact/ContacttheGovernor.aspx">http://www.governor.ohio.gov/Contact/ContacttheGovernor.aspx</a> In the "Select Issue" pulldown menu, select "Requesting Proclamation" and then fill out the form.</p>	<p>Governor's Aide Dave Ward Riffe Center 30th Floor 77 South High Street Columbus, OH 43215-6177</p>	Request that you want the proclamation to be sent to you.
Oklahoma	<p>Suggested language is required for a proclamation to be considered. Please note, proclamation language may be edited or rewritten at the discretion of the Governor's Office. <b>All requests should be made at least 30 days in advance.</b></p> <p><a href="https://www.ok.gov/triton/modules/formbuilder/form.php?form_id=06f2c591e968592fd1c77e83874080933b60eb19edcdc602986eae9c12d826cb">https://www.ok.gov/triton/modules/formbuilder/form.php?form_id=06f2c591e968592fd1c77e83874080933b60eb19edcdc602986eae9c12d826cb</a></p>	<p>If you have questions, please call (405) 521-2342</p>	
Oregon	<p>Specific guidelines are found on the page. Allow 4 weeks for processing. They do require that you supply them with the CRC data specific to Oregon or they will not give a proclamation.</p> <p><a href="http://www.oregon.gov/gov/Pages/Proclamation-Request-Guidelines.aspx">http://www.oregon.gov/gov/Pages/Proclamation-Request-Guidelines.aspx</a></p>	<p>Must be emailed to <a href="mailto:gov.proclamations@oregon.gov">gov.proclamations@oregon.gov</a></p>	Must provide a contact name, phone number/email address, and mailing address where you would like the final

			proclamation document sent.
Pennsylvania	Use their online form to submit requests for proclamations from Governor Tom Wolf. The Governor's Office requires 6-8 weeks to process a request for a greeting or proclamation from Governor Wolf. <a href="https://www.governor.pa.gov/contact/">https://www.governor.pa.gov/contact/</a>	Office of the Governor 508 Main Capitol Building Harrisburg, PA 17120	Have to include in email where to receive it or try to schedule a meeting No change in Governor for 2017
Puerto Rico	An application must be submitted in writing at least sixty (60) working days prior to the date in which the petitioner is interested in having it available. <a href="https://estado.pr.gov/en/proclamations/">https://estado.pr.gov/en/proclamations/</a>	Departamento de Estado de Puerto Rico Calle San José, San Juan, 00901, Puerto Rico	The Governor may delegate the issuance and delivery of the proclamation, or both, to the Secretary of State or a subordinate. The time, date and place of delivery of the proclamation ceremony, may vary according to the calendar of the person in charge of the delivery function
Rhode Island	Fill out the "contact the Governor form" and follow up with a phone call. <a href="http://www.governor.ri.gov/contact/">http://www.governor.ri.gov/contact/</a>	<b>Office of the Governor</b> 82 Smith Street Providence, RI 02903 Phone: (401) 222-2080	No specific information listed
South Carolina	All proclamation requests must be submitted in writing via email, mail, or fax. The Governor's Office reserves the right to deny any proclamation request. Please submit your request 30 days in advance. Go to <a href="https://iqconnect.lmhostediq.com/iqextranet/EForm.aspx?_cid=FSL_SC_GOV&amp;_fid=100000">https://iqconnect.lmhostediq.com/iqextranet/EForm.aspx?_cid=FSL_SC_GOV&amp;_fid=100000</a> to apply online.	Send requests to: Governor Nikki R. Haley 1205 Pendleton Street Columbia, SC 29201 Fax: 803.734.5167	Mailed to the requestor.
South Dakota	Contact the governor's office and follow up as to specific instructions <a href="http://sd.gov/governor/contactheader.aspx">http://sd.gov/governor/contactheader.aspx</a>		Please include a name and address as to where you would like it mailed to
Tennessee	Online application is located at <a href="https://www.tn.gov/governor/article/request-for-a-proclamation">https://www.tn.gov/governor/article/request-for-a-proclamation</a> . Must be submitted no less than 21 business days in advance. Proclamations may be requested, but will not be issued, more than three months in advance.	The Governor's Office of Constituent Services Ground Floor, State Capitol	No information listed

		Nashville, TN 37243 615-253-7730	
Texas	<p>Texas</p> <ol style="list-style-type: none"> <li>1. Go to <a href="http://governor.state.tx.us/contact/">http://governor.state.tx.us/contact/</a></li> <li>2. Click "I need assistance" and select.</li> <li>3. Complete required fields. Under issue click "Ceremonial item request."</li> <li>4. Include request and draft proclamation in comment box.</li> </ol>		Choice of picking it up or having it mailed to the requestor.
Utah	The application must be submitted online at least six weeks in advance of the date needed. You will need to have the wording for the proclamation that you want to use. Go to <a href="http://www.utah.gov/governor/declarations/">http://www.utah.gov/governor/declarations/</a> to apply.	<p>Questions may be directed to the Correspondence Coordinator at <a href="mailto:treyhansen@utah.gov">treyhansen@utah.gov</a> or (801) 538-1514</p>	It can be mailed to or picked up by the applicant.
Vermont	<p>The public may request a proclamation 4-6 weeks before the desired date, and the governor may make a determination based on his review.</p> <p><a href="http://governor.vermont.gov/proclamation-request">http://governor.vermont.gov/proclamation-request</a></p>	<p>Office of Governor 109 State Street, Pavilion Montpelier, VT 05609 Phone: 802 828-3333 (TTY: 800 649-6825) Fax: 802 828-3339</p>	It will be mailed to or picked up by the applicant.
Virginia	<p>Proclamation requests are submitted to the Office of the Governor. All requests must be made 45 days in advance (but not more the 120 days in advance) and be made by a Virginia citizen. Requests should be made online at <a href="https://governor.virginia.gov/constituent-services/make-a-request/proclamations/proclamation-request/">https://governor.virginia.gov/constituent-services/make-a-request/proclamations/proclamation-request/</a></p>		It will be mailed to or picked up by the applicant. They will be delivered no more than two weeks prior to the date the proclamation is for.
Washington	<p>Proclamation requests must be submitted via the state website at least 30 days in advance. Allow 4 weeks for processing.</p> <p><a href="https://fortress.wa.gov/es/governor/contact/proclamation">https://fortress.wa.gov/es/governor/contact/proclamation</a></p>		It will be emailed or mailed directly to applicant. Will receive after signing has taken place.
West Virginia	<p>Can call the office and request the Proclamation after the first of January. New Governor this year</p> <p><a href="http://www.governor.wv.gov/Pages/request_proclamation.aspx">http://www.governor.wv.gov/Pages/request_proclamation.aspx</a></p>		It will be mailed directly to the applicant. Will receive after signing has taken place
Wisconsin	<p><a href="http://governor.wisconsin.gov/contact/proclamation-department/proclamation">http://governor.wisconsin.gov/contact/proclamation-department/proclamation</a> Request 4 weeks prior</p>		

Wyoming	<p><a href="https://drive.google.com/file/d/0BwJ9TTkaa31LZ1MxU1NSR29UOFk/view">https://drive.google.com/file/d/0BwJ9TTkaa31LZ1MxU1NSR29UOFk/view</a></p> <p>Complete instructions can be found at the web address above. Request a minimum of 4 weeks prior. Request must be mailed, emailed, or faxed to Dalena Hill. If you are requesting a signing this must be done 4-6 week prior.</p>	<p>Dalena Hill Office of the Governor 200 W. 24th Street Cheyenne, WY 82002</p> <p><a href="mailto:dalena.hill5@wyo.gov">dalena.hill5@wyo.gov</a></p>	<p>Provide information as to how you would like to receive the request either mailed or picked up in person.</p>
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