



## STATE PROCLAMATION INFORMATION BY STATE

STATE	WEBSITE LINKS	INSTRUCTIONS
ALABAMA	<a href="#">VISIT &gt;</a>	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
ALASKA	<a href="#">VISIT &gt;</a>	Please allow a minimum of 4-6 weeks advance notice when requesting a proclamation from the Office of the Governor. A proclamation will be reviewed one month prior to its proposed issue date
ARIZONA	<a href="#">VISIT &gt;</a>	Proclamation requests are accepted six weeks in advance of the event date or proclaimed date. 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.
ARKANSAS	<a href="#">VISIT &gt;</a>	All proclamations must be submitted to the Office of Communications with at least a 30-day notice to allow for the approval process and the production of the document itself. Organizations are limited to two proclamation requests within the same calendar year. Please prioritize your requests.
CALIFORNIA	<a href="#">VISIT &gt;</a>	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 <a href="mailto:mcooper@nccer.org">mcooper@nccer.org</a> for help with filing this proclamation.
COLORADO	<a href="#">VISIT &gt;</a>	All requests for communication from Governor Polis must be received at least four weeks in advance of the date of printing. Any requests received fewer than four weeks in advance will not be prioritized and may not be fulfilled.
CONNECTICUT	<a href="#">VISIT &gt;</a>	Due to the increased call and message volume during the COVID-19 emergency, the processing of all proclamations has been suspended until further notice.
DELAWARE	<a href="#">VISIT &gt;</a>	Please make requests three weeks in advance of your deadline & make requests online.
DISTRICT OF COLUMBIA	<a href="#">VISIT &gt;</a>	Prior to requesting a document, review the glossary of <a href="#">Types of Ceremonial Documents [PDF]</a> . Please allow a minimum of two weeks to process your request. Please do not submit your request no more than three months before the date of your event.
FLORIDA	<a href="#">VISIT &gt;</a>	Please allow 4-6 weeks for review.
GEORGIA	<a href="#">VISIT &gt;</a>	Notice: To ensure the health and safety of the Governor's office, we regret to inform you that we are unable to fulfill ceremonial document requests until further notice. Thank you for your patience and understanding.
HAWAII	<a href="#">VISIT &gt;</a>	All requests must be submitted a minimum of four (4) weeks prior to the date it is needed and no more than 3 months in advance.

<b>IDAHO</b>	<a href="#">VISIT &gt;</a>	“The Governor's Office only fulfills requests from in-state organizations. If a national organization wishes to request a proclamation, please find a local affiliate or sponsor.”
<b>ILLINOIS</b>	<a href="#">VISIT &gt;</a>	Form to be completed on-line. Requests must be made four weeks in advance of date needed
<b>INDIANA</b>	<a href="#">VISIT &gt;</a>	Requests must be submitted 6-8 weeks in advance of the requested delivery date or it will be denied.
<b>IOWA</b>	<a href="#">VISIT &gt;</a>	Requests must be made to the Governor’s office 6 weeks in advance of date needed.
<b>KANSAS</b>	<a href="#">VISIT &gt;</a>	You are strongly encouraged to submit your request 6-8 weeks in advance of your requested date. Requests will be accepted no more than six months in advance. If less than two weeks’ notice is given, the Governor’s Office reserves the right to decline.
<b>KENTUCKY</b>	<a href="#">VISIT &gt;</a>	Proclamation requests are reviewed on a case-by-case basis. Submit online form.
<b>LOUISIANA</b>	<a href="#">VISIT &gt;</a>	Requests must be submitted at least 14 business days in advance and no earlier than 90 days before the recognized date. No proclamation will be proclaimed more than 45 days in advance. Proclamations are not automatically renewed and must be requested on an annual basis.
<b>MAINE</b>	<a href="#">VISIT &gt;</a>	All requests must be made 45 days in advance.
<b>MARYLAND</b>	<a href="#">VISIT &gt;</a>	All requests must be received at least 30 days before the date needed or the print date. Proclamations and letter requests are not annually renewed. New requests must be made each year.
<b>MASSACHUSETTS</b>	<a href="#">VISIT &gt;</a>	If you would like to request a proclamation, please email your request, along with suggested language and background materials, at least 20 business days before the print or event deadline. Please note the Governor does not issue proclamations more than thirty days in advance.
<b>MICHIGAN</b>	<a href="#">VISIT &gt;</a>	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.
<b>MINNESOTA</b>	<a href="#">VISIT &gt;</a>	Complete the online Proclamation Request Form at least 20 calendar days in advance of the date it is needed.
<b>MISSISSIPPI</b>	<a href="#">VISIT &gt;</a>	To request a Proclamation, which much must be submitted at least 30 days in advance of the proclamation date, contact the Governor’s office at 601-359-3150 or email governor@govreeves.ms.gov
<b>MISSOURI</b>	<a href="#">CONTACT &gt;</a>	Send in a contact form to request proclamation.
<b>MONTANA</b>	<a href="#">CONTACT &gt;</a>	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.
<b>NEBRASKA</b>	<a href="#">VISIT &gt;</a>	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.
<b>NEVADA</b>	<a href="#">VISIT &gt;</a>	Proclamation requests must be submitted by a resident of Nevada at least four weeks in advance of the date being recognized.
<b>NEW HAMPSHIRE</b>	<a href="#">VISIT &gt;</a>	Complete online form at least two weeks in advance.
<b>NEW JERSEY</b>	<a href="#">CONTACT &gt;</a>	Select “requesting proclamation/special letter.”

<b>NEW MEXICO</b>	<a href="#">VISIT &gt;</a>	Proclamation requests are accepted no less than 45 days but no more than six months in advance of the event date or proclaimed date.
<b>NEW YORK</b>	<a href="#">VISIT &gt;</a>	Further information on obtaining a Proclamation is available by contacting Executive Chamber Operations/Proclamations at (518) 474-6499 or by writing to the Governor at: The Honorable Andrew M. Cuomo Governor of New York State NYS State Capitol Building Albany, New York 12224 (Attention: Proclamations). Submit request at least 4 weeks prior to requested delivery date.
<b>NORTH CAROLINA</b>	<a href="#">VISIT &gt;</a>	Due to the demands of responding to the COVID-19 emergency, we are currently requiring that all requests for proclamations must be received at least 120 days before the event date.
<b>NORTH DAKOTA</b>	<a href="#">CONTACT &gt;</a>	No formal process; contact the governor.
<b>OHIO</b>	<a href="#">CONTACT &gt;</a>	At this time, due to the ongoing, Statewide response to COVID-19, the Office of the Governor is unable to accept or process proclamations and special requests.
<b>OKLAHOMA</b>	<a href="#">VISIT &gt;</a>	All requests should be made at least 30 days in advance.
<b>OREGON</b>	<a href="#">VISIT &gt;</a>	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.
<b>PENNSYLVANIA</b>	<a href="#">CONTACT &gt;</a>	Requests must be submitted in writing and should include detailed information about the type of greeting you are requesting, the date you will need to receive it, contact information and a mailing address to send the final document. Requests can be submitted via email to governor@pa.gov, via fax to 717-772- 8284, or via mail to the Governor's Correspondence Office, 508-E Main Capitol Building, Harrisburg, PA 17120. Contact the Governor's Correspondence Office at 717-787-5825 if you have additional questions about your request.
<b>RHODE ISLAND</b>	<a href="#">CONTACT &gt;</a>	No formal process; contact the governor.
<b>SOUTH CAROLINA</b>	<a href="#">VISIT &gt;</a>	Please submit your request 30 days in advance.
<b>SOUTH DAKOTA</b>	<a href="#">VISIT &gt;</a>	Submit the online request form three to four weeks before it is needed to allow adequate time for your request to be considered.
<b>TENNESSEE</b>	<a href="#">VISIT &gt;</a>	Requests must be made through the governor's website no less than 21 business days in advance. Proclamations may be requested, but will not be issued, more than three months in advance.
<b>TEXAS</b>	<a href="#">VISIT &gt;</a>	Click "I need assistance". Complete required fields. Under issue click "Ceremonial item request." Include request and draft proclamation in comment box.
<b>UTAH</b>	<a href="#">VISIT &gt;</a>	All declaration requests must be submitted online on the Governor's website, utah.gov/governor/declarations, using the application form link. The application must be submitted at least six weeks in advance of the date needed.
<b>VERMONT</b>	<a href="#">VISIT &gt;</a>	The public may request proclamation 4-6 weeks before the desired date, and the governor may make a determination based on his review.
<b>VIRGINIA</b>	<a href="#">VISIT &gt;</a>	Requests must be made no fewer than 45 days in advance and no more than 120 days in advance of the date you need the proclamation.
<b>WASHINGTON</b>	<a href="#">VISIT &gt;</a>	All requests must be received at least 30 days before the date you need the item by or the print date.

<b>WEST VIRGINIA</b>	<a href="#">VISIT &gt;</a>	All proclamations must be submitted at least 30 days in advance to allow for the approval process and the production of the document itself.
<b>WISCONSIN</b>	<a href="#">VISIT &gt;</a>	Proclamation requests must be made 45-120 days in advance of the proclamation date.
<b>WYOMING</b>	<a href="#">VISIT &gt;</a>	Proclamations must be made through the Governor's website no less than 45 days in advance