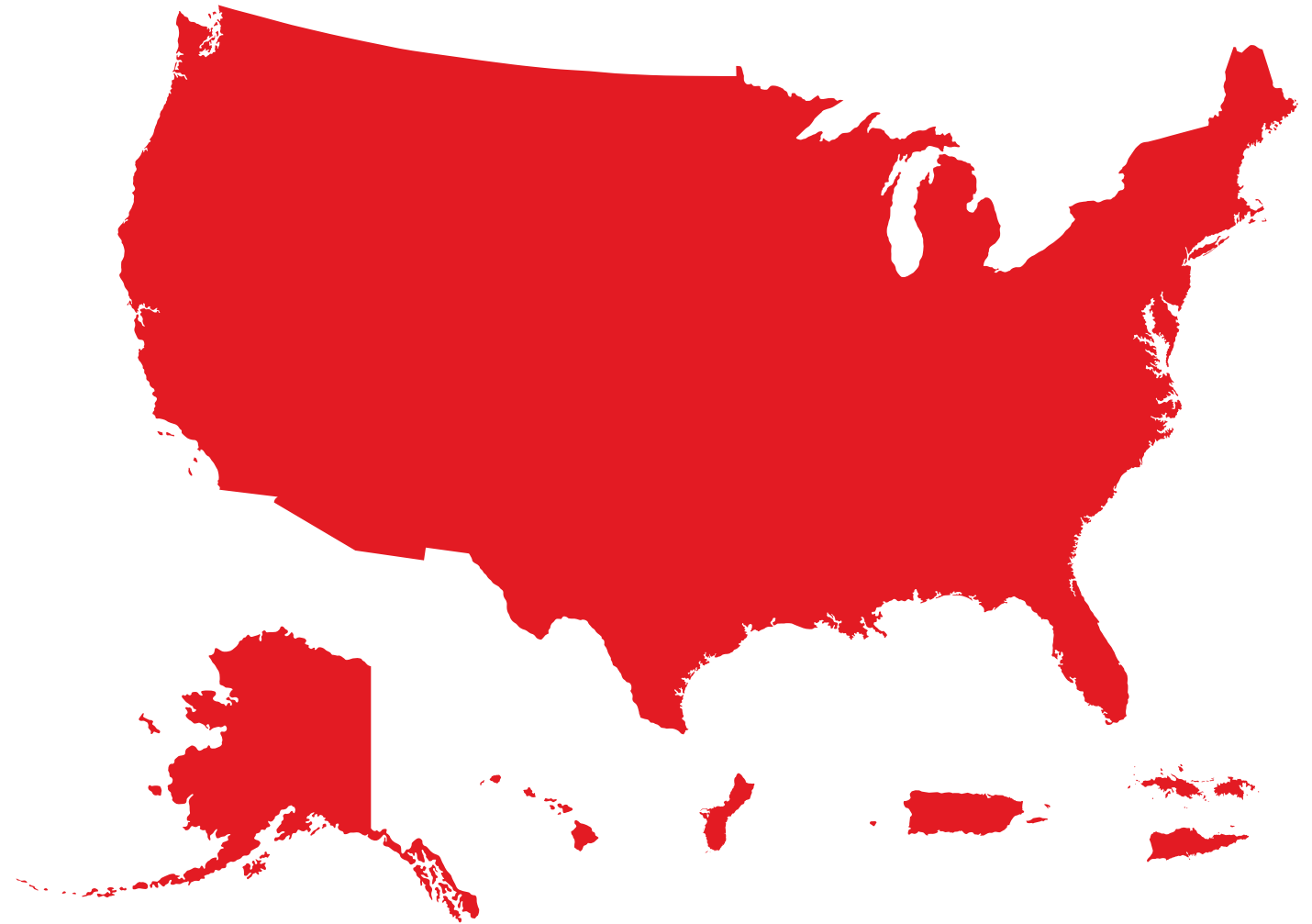


BUILD YOUR FUTURE:

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](#).



BUILD YOUR FUTURE: State Proclamation Guide

Please copy and paste the URL from the "Electronic Request" column into your web browser

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 Attention: Office of Constituent Relations P.O. Box 110001 Juneau, AK 99811	http://gov.alaska.gov/	Phone: (907) 465-3500
Arizona	Doug Ducey	Submit electronic proclamation request form	Submit request at least 6 weeks before, no more than 6 months in advance	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	Asa Hutchinson	Submit electronic proclamation request form	Submit request at least 30 days prior to the date needed	https://governor.arkansas.gov/online-services/proclamation-request/	Washington Office of the Governor State of Arkansas, 400 North Capitol Street – Suite 365 ,Washington, DC, 20001	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://govapps.gov.ca.gov/gov40mail/	Governor Gavin Newsom c/o State Capitol, Suite 1173 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 136 State Capitol Denver, CO 80203-1792	https://www.colorado.gov/governor/	Phone: (303) 866-2471
Connecticut	Ned Lamont	Submit electronic proclamation request form	Submit request at least 4 weeks from the date and no more than 90 days	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	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
Florida	Ron DeSantis	Submit electronic proclamation request form	Please allow 4 – 6 weeks for the completion of the request and mailing	http://www.flgov.com/proclamations/	State of Florida The Capitol 400 S. Monroe St. Tallahassee, FL 32399-0001	http://www.flgov.com/	Phone: (850) 488-7146
Georgia	Brian Kemp	Submit electronic proclamation request form	Submit request at least 45 days prior to the date needed, no more than 6 months in advance	https://gov.georgia.gov/contact-us/proclamations/proclamation-request	Office of the Governor Brian Kemp Attn: Proclamations 206 Washington St SW Atlanta, GA 30334	https://gov.georgia.gov/	Phone: (404) 656-1776

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State	Governor	Preferred Process	Required Notice	Electronic Request	Mailing Address	Website	Telephone
Guam	Lou Leon Guerrero	Submit proclamation request on the contact page with full document details.		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
Hawaii	David Ige	Submit electronic proclamation request form	Minimum of 4 weeks prior to intended date, no more than 3 months ahead	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) 586-0034
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 3 - 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://www2.illinois.gov/agencies/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	http://www.in.gov/gov/2916.htm	200 W. Washington St., Rm. 206, Indianapolis, IN 46204	https://www.in.gov/core/	Phone: (317) 232-4567
Iowa	Kim Reynolds	Submit electronic proclamation request 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
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., Ste. 264W Topeka, KS 66612-1590	https://governor.kansas.gov/	Phone: (785) 296-3232
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
Louisiana	John Bel Edwards	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 70804-9004	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 04333-0001	https://www.maine.gov/governor/mills/	Phone: (207) 287-3531

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State	Governor	Preferred Process	Required Notice	Electronic Request	Mailing Address	Website	Telephone
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
Massachusetts	Charlie Baker	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/how-to/request-a-proclamation-from-governor-baker	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	To submit a proclamation or program book welcome letter request, please send a detailed e-mail to tributes@michigan.gov .	Submit request at least 4 weeks prior to requested delivery date	https://www.michigan.gov/whitmer/0,9309,7-387-90499_90639---,00.html	Governor Gretchen Whitmer P.O. Box 30013 Lansing, Michigan 48909	https://www.michigan.gov/whitmer/	Phone: (517) 373-3400
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/news/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://www.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/actions/proclamations	Capitol Building Room 218 P.O. Box 720 Jefferson City, MO 65102	https://governor.mo.gov/	Phone: (573) 751-3222
Montana	Steve Bullock	Submit proclamation request on the contact page with full document details.	Please submit requests at least 2 weeks in advance	https://governor.mt.gov/Home/Contact	Office of the Governor PO Box 200801 Helena MT 59620-0801	http://governor.mt.gov	Phone: (406) 444-3111
Nebraska	Pete Ricketts	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	http://www.nebraska.gov/	Phone (402) 471-2244
Nevada	Steve Sisolak	Submit electronic proclamation request form online	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 online	Submit request at least 30 calendar days in advance	https://new-hampshire.secure.force.com/suport/GOV_Proclamation	Office of the Governor State House 107 North Main Street Concord, NH 03301	http://www.governor.nh.gov/	Phone: (603) 271-2121

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State	Governor	Preferred Process	Required Notice	Electronic Request	Mailing Address	Website	Telephone
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	Andrew Cuomo	Submit proclamation request on the contact page with full document details.	Submit request at least 4 weeks prior to requested delivery date	http://www.governor.ny.gov/contact/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
North Carolina	Roy Cooper	Submit electronic proclamation request form	Submit request no less than 6 weeks and no more than 6 months in advance	https://governor.nc.gov/submit-request/request-proclamation/proclamation-request-form	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 proclamation request on the contact page with full document details.	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
Ohio	Mike DeWine	Submit proclamation request on the contact page with full document details.	Submit request at least 30 days prior to requested delivery date	https://governor.ohio.gov/wps/portal/gov/governor/contact	Riffe Center, 30th Floor 77 South High Street Columbus, OH 43215-6117	http://www.governor.ohio.gov	Phone: (614) 644-4357
Oklahoma	Kevin Stitt	Submit electronic proclamation request form	All requests should be made at least 30 days in advance	https://www.governor.ok.gov/contact/commendation-proclamation-request	Oklahoma State Capitol 2300 N. Lincoln Blvd., Room 212 Oklahoma City, OK 73105	http://www.ok.gov/governor/	Phone: (405) 521-2342
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	http://www.oregon.gov/gov/Pages/Proclamation-Request-Guidelines.aspx	Office of the Governor State Capitol Room 160 900 Court Street Salem, OR 97301-4047	http://www.oregon.gov/gov/	Phone: (503) 378-4582
Pennsylvania	Tom Wolf	Submit electronic proclamation request form	Submit request 6-8 weeks prior to requested delivery date	https://www.governor.pa.gov/contact/	Office of the Governor 508 Main Capitol Building Room 225 Harrisburg, PA 17120	https://www.governor.pa.gov/governor-tom-wolf/	Phone: (717) 787-2500
Puerto Rico	Wanda Vázquez Garced	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.estado.pr.gov/en/proclamations/	La Fortaleza P.O. Box 9020082 San Juan, PR 00902-0082	https://www.estado.pr.gov/en/	Phone: (787) 721-7000

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State	Governor	Preferred Process	Required Notice	Electronic Request	Mailing Address	Website	Telephone
Rhode Island	Gina Raimondo	Submit proclamation request on the contact page with full document details.	Submit request at least 45 days prior to requested delivery date	http://www.governor.ri.gov/contact/	Office of the Governor Smith Street Providence, RI 02903	http://www.governor.ri.gov/	Phone: (401) 222-2080
South Carolina	Henry McMaster	All proclamation requests must be submitted in writing via e-mail, mail, or fax	Submit request 30 days in advance	https://iqconnect.lmhostedig.com/iqextranet/EForm.aspx?cid=FSL_SC_GOV&fid=100039	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	http://sd.gov/governor/contact/contact.aspx	Phone: (605) 773-3212
Tennessee	Bill Lee	Submit electronic proclamation request form	Submit request no less than 21 business days in advance	https://www.tn.gov/governor/contact-us/constituent-requests/proclamation-request.html	The Governor's Office of Constituent Services Ground Floor, State Capitol Nashville, TN 37243	https://www.tn.gov/governor/about-bill-lee.html	Phone: (615) 741-2001
Texas	Greg Abbott	Submit a written request via online contact page (choose "I need assistance" from list), fax or U.S. mail	Submit request at least 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
Utah	Gary Herbert	Submit electronic proclamation request form		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) 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	Ralph Northam	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/	Governor Terry McAuliffe Common Ground for Virginia P.O. Box 1475 Richmond, VA 23218	http://www.governor.virginia.gov	Phone: (804) 786-2211
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	www.vi.gov	Phone: (340) 774-0001
Washington	Jay Inslee	Submit electronic proclamation request form	Submit 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-governor/office	Phone: (360) 902-4111

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State	Governor	Preferred Process	Required Notice	Electronic Request	Mailing Address	Website	Telephone
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
Wisconsin	Tony Evers	Submit electronic proclamation request form	Submit request no fewer than 45 days in advance	https://appengine.egov.com/apps/wi/governor/document-request	Office of Governor Scott Walker 115 East Capitol 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	Wyoming Governor Mark Gordon Idelman Mansion 2323 Carey Ave. Cheyenne, WY 82002-0010	http://governor.wyo.gov/	Phone: (307) 777-7434