



2022 State Proclamation Information

State	Process	Information Needed	Notes	Contact	How to Receive the Proclamation?
Alabama	Proclamation requests must be made at least 30 days in advance of the needed date. Visit this form to submit.	Description; Additional Information		General: (334)242-7100 or contact online .	Not stated
Alaska	Proclamation requests must be submitted via this website , 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.		Type of Request: Proclamation	General: (907)465-3500	Not stated
Arizona	Requests are accepted no less than six (6) weeks but no more than three (3) months in advance of the event date or proclaimed date. Visit this form to submit.			General online contact form or email proclamations@az.gov	Can be mailed or picked up.

Arkansas	Requests must be submitted at least 30 days in advance of the needed date. Visit this form to submit.	Description; Use		Proclamation Assistance: (501) 682-3613 or contact online .	Can be mailed or picked up.
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. Contact the CA Department of Public Health 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 Dept of Public Health : 916-558-1784	Not stated
Colorado	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. All Proclamations now incur a \$25 fee that will need to be paid once the proclamation has been approved. This will cover staff time taken to accurately vet requests. Visit this form to submit.		Needs someone associated with Amputee Coalition	Constituent Services: (303)866-2885 or email the governor .	Can be mailed or picked up.
Connecticut	Requests must be made online at least four weeks prior to when you need the proclamation. Visit this form to submit.	Description		General: (860) 566-4840 or contact online .	Can be mailed or picked up.

Delaware	Proclamation requests must be made at least three weeks in advance. Applicants must be residents of Delaware. Visit this form 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.
District of Columbia	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 this form to submit.		Needs someone associated with Amputee Coalition	General: (202)727-6306	Can be mailed to the applicant, to Amputee Coalition, or picked up
Florida	Submit your request four to six weeks before it is needed to allow adequate time for your request to be considered. Proclamation guidelines here . Visit this form to submit.			General: (850) 488-7146 or email the governor .	Mailed to the requestor.
Georgia	All requests must be submitted at least 30 days before the proclamation is needed for consideration. Visit this form to submit.	Description		General: (404)656-1776 or visit this form to contact.	Mailed to the requestor.
Hawaii	All requests must be submitted a minimum of four weeks prior to the date it is needed. Visit this form to submit.		Needs someone associated with Amputee Coalition	General: (808)586-0034 or contact online .	Can be emailed or picked up

Idaho	Fill out a paper form and either email to proclamations@gov.idaho.gov ; fax (208) 334-3454, or mail a completed form request to address on the form. Allow four weeks to process. Visit this link to submit.		Submit via Email	General: (208)334-2100 or email the office .	Mailed to the requestor.
Illinois	All requests must be made four weeks in advance of the date needed (may take longer due to covid). Visit this form to submit.			Constituent Affairs: (217)782-0244	Pick up, mailed, or emailed to the requestor.
Indiana	All requests must be made six to eight weeks in advance of the date needed. Visit this form to submit.			General: (317)232-4567 or contact online .	Can be mailed or picked up.
Iowa	All requests must be made six weeks in advance of the date needed. Visit this form to submit.	Purpose		General: (515)281-5211 or contact online .	Can be mailed or picked up.
Kansas	All requests must be made six to eight weeks in advance of the date needed. Proclamation Guidelines HERE . Visit this form to submit.	Purpose		Constituent Services: 785-368-8500	Mailed to requestor.
Kentucky	Proclamations should be submitted 30 days in advance of the date needed. Proclamation Guidelines HERE . Visit this form to submit.	Purpose		Constituent Services: 502-564-2611 or contact online .	Can be mailed or picked up.
Louisiana	Must be submitted at least 14 business days in advance. Limited to 200 words. Visit this form to submit.		Needs someone associated with	General: (225)342-0991 or (844)860-1413	Can be mailed or picked up.

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Maine	Requests must be made 45 days in advance of the date needed. Visit this form to submit.			Constituent Services: (207)287-3531	Can be mailed or picked up.
Maryland	Requests proclamation at least 30 days in advance of the date needed. Guidelines are HERE . Visit this form to submit.	Organization Information	Needs someone associated with Amputee Coalition	General: (410) 974-3901	Mailed to requestor
Massachusetts	Request a proclamation at least 20 business days in advance of the date needed. Visit this link to submit.		Submit via Email	General: (617) 725-4005 or contact online .	Can be mailed or picked up.
Michigan	To submit a proclamation , please send a detailed email to tributes@michigan.gov at least four weeks in advance of when the recognition is needed.		Submit via Email	General: (517) 335-7858 or contact online .	Not stated.
Minnesota	Submit the request at least 20 business days in advance of date needed. Visit this form to submit.			General: (651) 201-3400, or contact online .	Can be mailed, emailed, or picked up.
Mississippi	Request a proclamation at least 30 days in advance of the date needed. Submit a proclamation request on the contact page with full document details. (601) 359-3150 https://tatereeves.com/contact-us/		Submit via Email	General: (601) 359-3150 or governor@govreeves.ms.gov . Direct: Bonita Waters , (601) 576-2968	Not stated

Missouri	Submit a request 60 days in advance of the date needed through this form . Drop down the subject line to the proclamation request. Guidelines HERE		Subject: Proclamation Request	General: (573) 751-3222 or email	Not stated
Montana	Contact Gov. Greg Gianforte and include proclamation request here		Email for Letter of Support	General: 406-444-3111 or via email .	Not stated
Nebraska	Request proclamation at least 30 days prior to the date needed. Visit this form to submit.			General: (402) 471-2244 or email	Mailed to the requestor.
Nevada	Request proclamation at least four weeks in advance of date needed. Visit this form to submit.			Carson City or Las Vegas: (775) 684-5670; (702) 486-2500	Not listed.
New Hampshire	Requests must be submitted at least 30 calendar days in advance Request proclamation through this form .	Description; Use		Constituent Services: (603) 271-7676; Office of the Governor at 603-271-2121	Can be mailed or picked up.
New Jersey	Requests must be made to the Governor's office 6-8 weeks in advance of the date needed. Request proclamation through this form .	Description; Use		General: 609-292-6000 or contact online	Can be mailed or picked up.
New Mexico	Submit proclamation at least 45 days before the date needed. Visit this form to submit.	Purpose	Needs someone associated with Amputee Coalition	General: (505) 476-2200 or contact online .	Can be mailed or picked up.

New York	Visit this link to fill out the form. Under the topic, select “Health” and then follow up with calls.		Request via Contact Page	General: (518) 474-8390	Not listed.
North Carolina	Submit a proclamation at least 120 days and no more than six months in advance to the date needed. Visit this link 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
North Dakota	Visit this link to submit a “contact” form to start a request and follow up with calls or emails. Previous proclamations	Purpose	Request via Contact Page; No formal policy	General: (701) 328-2200, ashleykelsch@nd.gov	Can be mailed or emailed.
Ohio	CURRENTLY SUSPENDED DUE TO COVID-19. Request a proclamation at least 30 days prior to the date needed. Visit this link to submit, selecting “Requesting Proclamation/Special Letter” in the “Issue” dropdown.		Subject: Proclamation Request	General: (614) 644-4357	Not listed.
Oklahoma	Proclamation requests should be made at least 30 days in advance of the date needed. Visit this link to submit.			General: (405) 521-2342	Not listed.
Oregon	Visit this link to view the proclamation template. All proclamations must be submitted with at least a 30-day notice. Please send the filled out		Submit via Email	General: 503-378-4582 or via email .	Mailed or emailed

	proclamation template via e-mail to: gov.proclamations@oregon.gov				
Pennsylvania	Submit proclamations six to eight weeks before the needed date. Visit this form to submit through their “contact” form.		Request via Contact Page	General: (717) 787-2500	digital PDF, mailed hard copy, or both
Puerto Rico	Requests 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.
Rhode Island	All proclamation requests must be received at least 30 business days before the date needed. Submit a request by filling out the “ Contact the Governor Form ” and select Proclamation Request in the Issue drop down menu. Guidelines for proclamations HERE	Description	Request via Contact Page	Phone: (401) 222-2080 or governor@governor.ri.gov	digital PDF, mailed hard copy, or pick up
South Carolina	All proclamation requests must be submitted 30 days in advance of the needed date. Visit this form to submit.	Description		General: (803) 734-2100	Mailed to the requestor or picked up

South Dakota	Request proclamation four weeks in advance of the needed date. Visit this form to submit. GUIDELINES	Description	Request via Contact Page; No formal policy	General: (605) 773-3212	Mailed to the requestor.
Tennessee	Request proclamation at least 21 days in advance of the date needed. Visit this form to submit. (Website states: Due to the COVID-19 Outbreak, we are not issuing new health-related proclamations at this time. HOWEVER they have issued several other awareness procs in 2021)	Purpose; Additional Information		General: (615) 741-2001	Not listed.
Texas	Visit this link , complete required fields with "Ceremonial item request." in the "Issue" dropdown. Include request and draft proclamation in the comment box.		Request via Contact Page; Issue: Ceremonial Item	General: (512) 463-2000	Can be mailed or picked up.
Utah	Declaration requests must be made at least six weeks in advance of the date needed. Visit this link to submit.	Description; Purpose		General: (801) 538-1000	Can be mailed, picked up, or electronic copy
Vermont	Request a proclamation four to six weeks before the needed date. Visit this link to submit			General: (802) 828-3333	Will be mailed
Virginia	Proclamation requests must be made 45 days in advance of the	Description; Statistics		General: (804) 786-2211	Can be mailed or picked up.

	needed date. Visit this link to submit.				
Washington	Proclamation requests must be made at least 30 days in advance of the needed date. Visit this link to submit.	Description		Governor's Office at 360-902-4111	Will be mailed
West Virginia	Visit this link to submit a request.	Additional Information		General: (304) 558-2000 or (888) 438-2731	Can be mailed or picked up.
Wisconsin	Request proclamation 45 days in advance of the needed date. Visit this link to submit. GUIDELINES			General: (608) 266-1212	Can be mailed or picked up.
Wyoming	Request proclamation 45 days in advance of the needed date. Visit this link to submit a request. Guidelines		Submit via Email	General: (307) 777-7434	Can be mailed or picked up.