
Suddenly Sleepy Saturday **Links for Requesting State and City Proclamations**

States and Territories listed A-Z:

- **Alabama**

https://contact.governor.alabama.gov/contact_procs.aspx

—Use online form

—Submit form no later than 30 days prior to date needed

- **Madison, Alabama**

<http://www.madisonal.gov/index.aspx?nid=182>

—Submit request via email at Mayors.Office@MadisonAl.gov or fax to (256) 772-3828, with attention to Kim Lindsey

—Submit your request at least 2 weeks prior to the date the document is needed

- **Hoover, Alabama**

<http://www.hooveral.org/FormCenter/Mayor--City-Council-7/Request-for-Recognition-39>

—Use online form

- **Huntsville, Alabama**

<http://www.huntsvilleal.gov/government/mayors-office/proclamations/>

—Submit request to the Mayor's office at contact@huntsvilleal.gov

—All requests must be submitted at least 4 weeks prior to the event

- **Tuscaloosa, Alabama**

—Email proclamation request to requests@tuscaloosa.com

—Allow up to 2 weeks to process the request

- **Alaska**

<http://aws.state.ak.us/CrmForms/Home/WebRequest>

—Use online form

—Requests are reviewed 4-6 weeks ahead of the requested issue date

- **Arizona**

<http://azgovernor.gov/governor/form/proclamation-request>

—Use online form

—Requests are accepted no less than 6 weeks but no more than 26 weeks in advance

- **Mesa, Arizona**

<https://www.mesaaz.gov/government/mayor-council/mayor-john-giles/proclamation-request>

—Proclamations must be sponsored by a City of Mesa department

—Requests should be made at least 30 days in advance of the date needed

- **Phoenix, Arizona**

<https://www.phoenix.gov/mayor/proclamation>

—Email to mayor.gallego@phoenix.gov

—All proclamations must be submitted at least 21 days prior to the delivery date

- **Arkansas**

<https://governor.arkansas.gov/online-services/proclamation-request/>

—Use online form

—Should be requested at least 30 days prior to the date of the proclamation

- **Conway, Arkansas**

https://conwayarkansas.gov/documents/30/Proclamation_Request_Office_Mayor.pdf

—Complete PDF and email to Felicia Rogers at felicia.rogers@cityofconway.org

—Requests must be submitted 3 weeks prior to the due date

- **Fayetteville, Arkansas**

<http://www.fayetteville-ar.gov/FormCenter/Mayors-Office-16/Proclamation-Request-120>

—Use online form

—Requests must be submitted at least 5-7 business days in advance of the event

- **Little Rock, Arkansas**

<https://www.littlerock.gov/city-administration/mayors-office/mayor-request-form/>

—Use online form

—Requests must be submitted at least 3 weeks prior to the event

- **California**

<https://www.ca.gov/archive/gov39/faq/index.html>

- **Fresno, California**

<https://www.fresno.gov/mayor/proclamation-request-form/>

—Use online form

—Approximately 4 weeks in advance, submit a Proclamation Request Form

- **Long Beach, California**

<https://www.longbeach.gov/mayor/certificate-request/>

—Use online form

—Allow at least 5 business days from the date of your request

- **San Francisco, California**

<https://sf.gov/ask-commendation-mayor>

—Email all details required for your request to commendations@sfgov.org

—Submit within 4 weeks of the date needed

- **Sacramento, California**

—*Currently unable to complete requests*

- **Colorado**

<https://www.colorado.gov/governor/proclamations>

—Use online form

—Must be received at least 4 weeks in advance of the date of printing

- **Arvada, Colorado**

http://static.arvada.org/docs/Proclamations_Recognitions_&Awards-1-201407091339.pdf

—Must be submitted to the City Clerk's Office ~ Kristen Rush, (720) 898-7546

—Must be submitted at least 3 weeks in advance

- **Aurora, Colorado**

https://www.auroragov.org/city_hall/mayor_city_council/request_a_proclamation

—Use online form

—Must be received at least 4 weeks in advance of the date of acknowledgement

- **Colorado Springs, Colorado**

<https://coloradosprings.gov/city-council/webform/proclamation-request>

—Use online form

—Must be made at least 1 month prior to the date requested

- **Centennial, Colorado**

<https://www.centennialco.gov/Government/Mayor-Council/City-Council-Meetings/Mayoral-Proclamation>

—Use online form

—The request should be made at least 4 weeks in advance

- **Denver, Colorado**

<https://www.denvergov.org/content/denvergov/en/mayors-office/contact-the-mayor/request-a-proclamation.html>

—Use online form

—Must be submitted in writing at least 3 weeks prior to the date needed

- **Connecticut**

<https://portal.ct.gov/Office-of-the-Governor/Contact/Request-a-Proclamation>

—Use online form

—Must be submitted at least 4 weeks prior, but no more than 3 months prior, to the due date

- **Bridgeport, Connecticut**

<http://www.bridgeportct.gov/content/341441/341447/343336.aspx>

—Use online form

—Must be submitted 6 weeks in advance

- **Delaware**

<https://governor.delaware.gov/request-proclamation-tribute/>

—Use online form

—Please make requests 3 weeks in advance of your deadline

- **Dover, Delaware**

<https://evogov.s3.amazonaws.com/media/27/media/12588.pdf>

—PDF form

—Mail, fax or email the request at least 10 business days before the document is needed

- **Newark, Delaware**

—Submit your proclamation request via email at citysecretary@newark.de.us

—You will be contacted regarding your request

- **Florida**

<http://www.flgov.com/request-a-proclamation/>

—Use [online form](#)

—Submit your request 4-6 weeks before it is needed

- **Fort Lauderdale, Florida**

<http://www.fortlauderdale.gov/government/city-commission/office-of-the-mayor-city-commission/proclamations>

—May be requested via email, fax, phone or mail

—E-mail your request to SWyman@fortlauderdale.gov

—Submit your request a minimum of 2 weeks before it is needed

- **Jacksonville, Florida**

<https://www.coj.net/mayor/bizforms/proclamation-application>

—Use online form

—Must be at least 30 days from time of submission

- **Miami, Florida**

<http://www.miamidade.gov/commission/divisions-protocol-make-a-nomination.asp>

- Call the Miami-Dade County Mayor's Office or the office of your County Commissioner
- Request must be made at least 15 days in advance

- **Orlando, Florida**

<http://www.cityoforlando.net/mayor/proclamations/>

- Use online form
- Make your request at least 15 business days before you need the document

- **St. Petersburg, Florida**

<https://form.jotform.com/211435168056049>

- Use online form
- Submit your request 4-6 weeks before the event

- **Sunny Isles Beach, Florida**

<http://www.sibfl.net/clerk-proclamations/>

- Use online form
- Submit request at least 30 days prior to the date needed

- **Georgia**

<https://gov.georgia.gov/contact-us/proclamations/proclamation-request>

- Use online form
- Make the request at least 30 days in advance

- **Atlanta, Georgia**

<https://www.atlantaga.gov/home/showpublisheddocument?id=97>

- Requests can be mailed, emailed or faxed
- Submit at least 14 business days in advance of the date in which the document is needed

- **Savannah, Georgia**

<https://www.savannahga.gov/DocumentCenter/View/7338/PROCLAMATION-REQUEST-GUIDELINES?bidId=>

- Use [online form](#)
- Must be made 15 business days prior to due date

- **Hawaii**

<https://governor.hawaii.gov/contact-us/request-a-commemorative-message/>

- Use online form
- Submit at least 4 weeks prior to date needed and not more than 3 months in advance

- **Honolulu, Hawaii**

<https://www8.honolulu.gov/mayor/contact-the-mayor/>

—Use online form

—Must be received at least 3 weeks in advance

- **Idaho**

<https://gov.idaho.gov/contact/proclamations/>

—Complete PDF form

—Must fill out request form at least 3 weeks prior to your event

- **Idaho Falls, Idaho**

<https://www.idahofallsidaho.gov/FormCenter/Mayors-Office-26/Proclamation-Request-122>

—Use online form

—Submit request at least 3 weeks prior to the date you wish to receive the document

- **Illinois**

<https://www2.illinois.gov/sites/gov/contactus/Pages/Proclamation.aspx>

—Use online form

—Must be made at least 30 days but no more than 90 days from the request date

- **Chicago, Illinois**

<https://webapps.cityofchicago.org/eforms/org/cityofchicago/moletterrequest/index.jsp>

—Use online form

—Must be made 10 business days prior to date the document is needed

- **Naperville, Illinois**

<http://www.naperville.il.us/government/proclamations/>

—Use online form

—Requests should be submitted at least 21 days in advance

- **Rockford, Illinois**

<https://www.rockfordil.gov/490/Request-a-Proclamation>

—Use online form

—Must be submitted at least 3 weeks prior to the date needed

- **Indiana**

<http://www.in.gov/gov/2916.htm>

—Use online form

—Must be submitted 6-8 weeks in advance of the requested delivery date

- **Indianapolis, Indiana**

<https://www.indy.gov/workflow/request-a-proclamation-from-the-mayor>

—Use online form

—Must be submitted at least 4 weeks prior

- **Evansville, IN**

<http://www.evansvillegov.org/city/departement/division.php?structureid=160>

—Use downloadable Word document

—Submit at least 1 month in advance

- **South Bend, IN**

<https://311.southbendin.gov/knowledgecenter/article/?id=KA-04477>

—Email the Mayor's Office at scheduling@southbendin.gov

—Submit requests at least 3 weeks in advance

- **Iowa**

<https://governor.iowa.gov/services/request-proclamation#:~:text=Proclamations%20are%20available%20for%20pick,at%20515%2D281%2D5211.>

—Use online form

—Should be submitted 4-8 weeks before the start of the month of the proclamation date

- **Kansas**

https://governor.kansas.gov/questions_form/

—Use online form

—Requests should be submitted 6-8 weeks prior

- **City of Tonganoxie, Kansas**

<https://www.tonganoxie.org/mayor/webforms/mayors-proclamation-request>

—Use online form

—Submit no less than 14 business days before you will need the completed proclamation

- **Overland Park, Kansas**

<https://www.opkansas.org/city-government/mayors-office/>

—Submit requests via email or mail

—Submit requests between 4-6 weeks in advance of the requested date

- **Topeka, Kansas**

<https://www.topeka.org/mayor/proclamations-application/>

—Use online form

—Requests must be received at least 30 days in advance

- **Kentucky**

<https://governor.ky.gov/services/proclamations-acclamations>

—Use [online form](#)

—Requests require a minimum of 30 days for processing

- **Hopkinsville, Kentucky**

http://www.hopkinsvilleky.us/departments/mayor/request_proclamation_or_commendation.php

—Use online form

—Submit your request at least 1 week in advance of when you need the document

- **Louisville, Kentucky**

<https://louisvilleky.gov/government/mayor-greg-fischer/services/request-proclamation-mayor>

—Use online form

—Must be submitted 2 weeks prior to the request date

- **Louisiana**

<http://gov.louisiana.gov/index.cfm/form/home/13>

—Use online form

—Submit at least 14 business days in advance and no earlier than 90 days before

- **New Orleans, Louisiana**

<https://nola.gov/mayor/requests/proclamation-requests/>

—Use online form

—Must be completed and submitted 10 business days in advance of the event

- **Maine**

<https://www.maine.gov/governor/lepage/contact/proclamation-request-form.html>

—Use online form

—Must be submitted at least 45 days in advance of the date needed

- **Augusta, Maine**

http://www.augustamaine.gov/document_center/Government/2.Request_Form_for_Proclamation_or_Commendation.doc

—Use downloadable Word form

—Email completed form to loretta.lathe@augustamaine.gov

- **Maryland**

<https://governor.maryland.gov/proclamation-requests/>

—Use online form

—Must be submitted 30 days before the requested delivery date

- **Anne Arundel County, Maryland**

<https://www.aacounty.org/departments/county-executive/request-citation-proclamation/index.html>

—Use online form

—All requests should be submitted 30 days in advance

- **Baltimore, Maryland**

<http://mayor.baltimorecity.gov/ceremonial-document-request-form>

—Use online form

—Must be submitted at least 2 weeks in advance

- **City of Frederick, Maryland**

<https://www.cityoffrederick.com/FormCenter/Proclamations-17-17/Request-a-Proclamation-55-55>

—Use online form

- **Massachusetts**

<https://www.mass.gov/how-to/request-a-proclamation-from-governor-baker>

—Use online form

—Submit your request at least 20 business days in advance

- **Boston, Massachusetts**

<https://www.boston.gov/departments/mayors-office/how-get-recognition-mayor>

—Use online form

—Submit a request at least 20 days before an event

- **Springfield, Massachusetts**

—Submit your request by email: MayorsProclamations@springfieldcityhall.com

—Allow 2-3 weeks for your certificate to be available

- **Michigan**

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90639---,00.html

—Send a detailed email to tributes@michigan.gov

—Must be at least 4 weeks in advance of when the recognition is needed

- **Detroit, Michigan**

<http://www.detroitmi.gov/Correspondence>

—Use [online form](#)

—Must be submitted 7-10 business days in advance

- **Minnesota**

<https://mn.gov/governor/newsroom/proclamations/proclamationrequest.jsp>

—Use online form

—Submit at least 20 business days in advance of the date it is needed

- **Minneapolis, Minnesota**

<https://app.smartsheet.com/b/form/99e1b724d5aa4888ae7c0a7d57a71226>

—Use online form

—Submit at least 10 business days to complete your request

- **Moorhead, Minnesota**

<http://www.cityofmoorhead.com/government/mayor-city-council/request-a-mayoral-proclamation>

—Use online form

—Submit at least 20 calendar days in advance of the date it is needed

- **Mississippi**

<https://governorreeves.ms.gov/>

—Contact the Governor's office at 601-359-3150 or email governor@govreeves.ms.gov

- **Biloxi, Mississippi**

—Contact the Mayor's office at 228-435-6254

- **Greenville, Mississippi**

<http://www.greenvillems.org/mayor-s-office>

—Complete PDF

—Email, fax, or mail the request at least 14 days prior to the event

- **Jackson, Mississippi**

<https://www.jacksonms.gov/proclamation-request-form/>

—Use online form

—Allow 10 business days for a response

- **Missouri**

<https://governor.mo.gov/actions/proclamations>

—Use online form

—Must be submitted at least 60 days prior to the date requested

- **Kansas City, Missouri**

<https://www.kcmo.gov/city-hall/city-officials/common-requests-for-the-office-of-mayor/ceremonial-proclamation-or-letter>

- Send an email to MayorQ@kcmo.org with a draft attached
- Require a minimum of 2 weeks prior to the the date your document is needed
- Proclamations must be picked up from the Mayor's Office and will not be mailed

- **St. Louis, Missouri**

<https://www.stlouis-mo.gov/government/departments/mayor/proclamations.cfm>

- Use online form
- Must be made at least 15 working days in advance of the event

- **Montana**

—*The governor does not issue proclamations, but will write letters of support.*

—Contact the Governor's office by mail or by phone at:

Office of the Governor
PO Box 200801
Helena, MT 59620-0801
(406) 444-3111

- **Great Falls, Montana**

<http://www.greatfallsmt.net/cityclerk/proclamation-request-form>

- Use online form
- Must be submitted at least 3 weeks from the date needed

- **Nebraska**

<https://governor.nebraska.gov/proclamation-request>

- Use online form
- Must be submitted at least 30 days in advance of your requested date

- **Bellevue, Nebraska**

<https://bellevuewa.gov/city-government/city-council/proclamation-requests>

- Send via email to CouncilOffice@bellevuewa.gov
- Must be submitted at least 30 days in advance of your event

- **Omaha, Nebraska**

<https://mayors-office.cityofomaha.org/images/pdf/proclamation-request-form-v4.pdf>

- Complete PDF form
- Request must be made 21 days in advance

- **Nevada**

https://gov.nv.gov/Forms/Request_a_Proclamation/

—Use online form

—Must be submitted at least 4 weeks in advance of the date being recognized

- **City of North Las Vegas, Nevada**

<http://www.cityofnorthlasvegas.org/Departments/MayorAndCouncil/PDFs/RequestforaProclamationForm.pdf>

—Complete PDF form

—Must be received 4 weeks prior to the requested date

- **Las Vegas, Nevada**

<https://files.lasvegasnevada.gov/council/Request-a-proclamation.docx>

—Use downloadable PDF form

—Requests must be made 2 weeks in advance

- **New Hampshire**

https://new-hampshire.secure.force.com/support/GOV_Proclamation

—Use online form

—Requests must be submitted at least 30 calendar days in advance

- **New Jersey**

<http://www.state.nj.us/governor/contact/>

—Use online form after selecting “Requesting Proclamations / Special Letter” in dropdown

- **Newark, New Jersey**

—Email your request to ceremonialdocuments@ci.newark.nj.us

- **New Mexico**

<https://www.governor.state.nm.us/contact-the-governor/requesting-a-proclamation/>

—Use online form

—Submit no less than 45 days but no more than 6 months in advance

- **Albuquerque, New Mexico**

<https://www.cabq.gov/mayor/contact-us/request-a-proclamation>

—Use online form

—Must be received by our office at least 10 business days in advance of the date needed

- **New York**

—Use [contact form](#)

—Requests should be submitted at least 15 business days before you need the document

- **North Carolina**

<https://governor.nc.gov/request/request-proclamation>

—Use online form

—Requests must be made at least 120 days in advance of the proclaimed date

- **Charlotte, North Carolina**

<https://www.charlottenc.gov/City-Government/Leadership/Mayor/Ceremonial-Documents>

—Email Mindy Levine at melevine@charlottenc.gov

—OR mail to Office of the Mayor, 600 East Fourth Street, 15th Fl, Charlotte, NC 28202

—Requests be made at least 4 weeks in advance of the date the document is needed

- **Durham County, North Carolina**

<http://dconc.gov/government/departments-a-e/clerk-to-the-board/ordinances-resolutions-proclamations-letters>

—Requests can be mailed, e-mailed, faxed, or hand-delivered

—Should be made 4-6 weeks prior to the requested date

- **Greenville, North Carolina**

<http://www.greenvillenc.gov/government/city-council/proclamations/proclamation-request>

—Use form online

—Submit your request at least 2 weeks prior to the date the document is needed

- **Raleigh, North Carolina**

<https://raleighnc.gov/home/content/PubAffairs/Articles/MayoralRequests.html#paragraph--215791>

—Request letter by emailing mayorstaff@raleighnc.gov

—Requests should be submitted at least 3 weeks prior to the date the letter is needed

- **North Dakota**

<http://governor.nd.gov/contact-us>

—*No formal process; contact the Governor's office*

- **Ohio**

<https://governor.ohio.gov/wps/portal/gov/governor/contact>

—Requests can be made by contacting the Governor's Office at (614) 466-3555

—Requests must be received at least 30 days prior to the event

- **Cincinnati, Ohio**

<https://www.cincinnati-oh.gov/mayor/requests-for-the-mayor/>

—Use online form

—Requests should be submitted at least 10 business days prior to your event

- **Cleveland, Ohio**

<http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/MayorsOffice/Proclamations>

—Use online form

—Submit your request for consideration with at least 3 weeks' notice

- **Oklahoma**

<https://oklahoma.gov/governor/contact/commendation-or-proclamation.html>

—Use online form

—All requests should be made at least 30 days in advance

- **Tulsa, Oklahoma**

<https://www.cityoftulsa.org/government/mayor-of-tulsa/proclamation-request/>

—Complete PDF form

—Requests must with a minimum of 2 weeks advance notice

- **Oregon**

<http://www.oregon.gov/gov/Pages/Proclamation-Request-Guidelines.aspx>

—Use downloadable Word document and email to GOV.Proclamations@oregon.gov

—Must be submitted with at least 30 days notice

- **Pennsylvania**

<https://www.governor.pa.gov/contact/>

—Use online form

—Requires 6-8 weeks to process a request

- **Allentown, Pennsylvania**

<https://www.allentownpa.gov/Government/Mayors-Office/Cultural-Flag-Raising>

—Email language for proclamation to Jay Lopez at Jay.Lopez@allentownpa.gov

—No later than 3 weeks prior to the event date

- **Harrisburg, Pennsylvania**

<https://laserfiche.harrisburgpa.gov/Forms/Proclamation-Request>

—Use online form

—Submit your request at least 2 weeks in advance of the date the proclamation is needed

- **Lackawanna County, Pennsylvania**

https://www.lackawannacounty.org/government/departments/communications/community_outreach.php

—Call or email Rick Notari, Community Outreach Manager to request a proclamation

- **Philadelphia, Pennsylvania**

<https://www.phila.gov/documents/request-a-ceremonial-document-form/>

—Use downloadable PDF form

—All requests should be received at least 3 weeks before the document is needed

- **Pittsburgh, Pennsylvania**

<http://pittsburghpa.gov/mayor/group-proclamation>

—Use online form

—All requests must be received at least 6 weeks before the event date

- **Reading, Pennsylvania**

<https://www.readingpa.gov/proclamation-request-form>

—Use online form

—Requests must be submitted at least 2 weeks prior to the date the document is needed

- **Rhode Island**

<https://governor.ri.gov/sites/g/files/xkqbur236/files/2021-08/proclamation-and-citation-instructions.pdf>

—Use the [Contact the Governor](#) page

—Must be received at least 30 business days before the date needed

- **South Carolina**

<https://acceleratesc.my.site.com/constituents/s/contact-the-governor>

—Use online form

- **City of Greer, South Carolina**

<https://www.cityofgreer.org/forms/2959>

—Use online form

- **South Dakota**

<https://governor.sd.gov/office/executive-proclamation.aspx>

—Use online form

—Submit your request 3-4 weeks before it is needed

- **Tennessee**

<https://www.tn.gov/former-governor-haslam/contact-us/proclamation-request.html>

—Use online form

—Requests must be made no less than 21 business days in advance, and no more than 3 months in advance

- **Chattanooga, Tennessee**

<http://www.chattanooga.gov/mayors-office/request-for-a-proclamation>

—Use online form

—Requests should be made no less than 21 business days in advance

- **Knoxville, Tennessee**

http://www.knoxvilletn.gov/government/mayors_office/proclamation_requests

—Use online form or downloadable PDF form

—Requests must be submitted at least 7 days prior to the proposed date

- **Shelby County, Tennessee**

<https://www.shelbycountyttn.gov/FormCenter/Mayors-Form-21/Request-a-Proclamation--Greeting-87>

—Use online form

—Must be submitted at least 4 weeks prior, but no more than 3 months prior, to the due date

- **Texas**

<https://gov.texas.gov/apps/contact-us/assistance>

—Use the “I Need Assistance” form

—Under issue, click “Ceremonial Items”

—Include request and draft proclamation in the comment box

- **Austin, Texas**

<https://www.austintexas.gov/page/proclamation-and-recognition-request-form>

—Use online form

- **Dallas, Texas**

<http://dallascityhall.com/government/citymayor/Pages/Ceremonial-Office.aspx>

—Use online form

—Request at least six weeks in advance

- **Fort Worth, Texas**

<http://fortworthtexas.gov/recognition/>

—Use online form

—Requests must be submitted at least 30 days prior to the presentation date

- **Houston, Texas**

<http://www.houstontx.gov/mayor/ceremonialdocs.html>

—Complete downloadable Word or PDF form and mail or email

—Please allow 21 days for turnaround

- **San Antonio, Texas**

<https://www.sanantonio.gov/Clerk/Other-Services/Ceremonial-Request-Form>

—Use online form

—Requests are to be submitted at least one month prior to the function

- **Utah**

<https://governor.utah.gov/declarations/>

—Use online form

—Requires six weeks notice for declaration requests

- **Vermont**

<http://governor.vermont.gov/proclamation-request>

—Use online form

—May request proclamations 4-6 weeks before the desired date

- **Virginia**

<https://www.governor.virginia.gov/constituent-services/request-a-proclamation/>

—Use online form

—Must be made no fewer than 45 bus. days and no more than 120 bus. days in advance

- **Richmond, Virginia**

<https://apps.richmondgov.com/applications/RequestsForMayor/Proclamation>

—Use online form

—After receiving your request, the Mayor's Office will contact you within 7 days

- **Roanoke, Virginia**

<http://www.roanokeva.gov/2103/Ceremonial-Document-Request-Guidelines>

—Use online form

—Should be made no less than 30 business days in advance of the date need

- **Washington**

<http://www.governor.wa.gov/contact/requests-invites/request-ceremonial-proclamation-greeting-or-letter>

—Use online form

—Submit your request at least 45 days prior to the date by which you need the item

- **Seattle, Washington**

<http://mrsc.org/getmedia/3AC72EC8-D1E7-4572-A234-42C6FB94E6AC/S42ProcGuide.aspx>

x

—Fill out attached form and e-mail

—Requests should be submitted 30 days prior to the due date

- **Spokane, Washington**

<https://static.spokanecity.org/documents/mayor/ceremonial-document-request-form-2015-06-08.pdf>

—Use online form

—Requests must be made a minimum of 3 weeks in advance

- **Tacoma, Washington**

https://www.cityoftacoma.org/government/city_council/CCMeetings/Proclamations/

—Use online form

—Requests must be submitted at least two weeks prior

- **Vancouver, Washington**

<https://www.cityofvancouver.us/departments/mayor-city-council/>

—Use online form

—Must be submitted at least 30 days in advance of the preferred issue date

- **Yakima, Washington**

https://www.yakimawa.gov/council/assets/Proclamation_Policy_2023_Final-1.pdf

- **Washington, DC**

<http://os.dc.gov/service/ceremonial-services>

—Use online form

—Requests must be submitted 2 weeks prior to the date of the event

- **West Virginia**

<https://appengine.egov.com/apps/wv/governor/request-proclamation>

—Use online form

—Requests must be made 30 days prior to deadline date

- **Wisconsin**

<https://appengine.egov.com/apps/wi/governor/document-request>

—Use online form

—Requests must be made no fewer than 45 days in advance of the date needed

- **Kenosha, Wisconsin**

https://www.kenosha.org/images/mayor_admin/CommendationRequestForm.pdf

—Use downloadable PDF form and mail or email

—Requests must be made at least 5 working days prior to deadline date

- **Milwaukee County, Wisconsin**

<https://county.milwaukee.gov/EN/County-Executive/Contact/Proclamation-Requests>

—Use online form

—Submit all requests 3-4 weeks in advance

- **Milwaukee (City of), Wisconsin**

<https://city.milwaukee.gov/mayor/Constituent-Services/MayoralProclamations>

—Complete downloadable Word form and mail, fax, or email

—Must be received at least 3 weeks in advance

- **Wyoming**

<https://governor.wyo.gov/contact/proclamation-requests>

—Use online form

—Must be made through the Governor's website no less than 45 days in advance

- **US Territories**

While information was not found on obtaining a proclamation (with the exception of Puerto Rico), below is the basic information for the following US Territories:

- **American Samoa**

<https://www.americansamoa.gov/contactus>

- **Guam**

<https://governor.guam.gov/contact-us/>

- **Northern Mariana Islands**

<https://governor.gov.mp/contact/>

- **Puerto Rico**

<https://www.statedepartment.pr.gov/proclamations>

—Must submit at least 60 working days prior to the date the proclamation is to be issued

- **US Virgin Islands**

<https://www.vi.gov/contact/>

Last updated October 2023