NARCOLEPSY NETWORK

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Suddenly Sleepy Saturday

Links for Requesting State and City Proclamations

Last updated December 2025

States listed A-Z:

Alabama

- **Alabama (State)**
  - **Link: https://contact.governor.alabama.gov/contact_procs.aspx**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Submit form no later than 30 days prior to date needed**
- **Hoover, Alabama**
  - **Link: http://www.hooveral.org/FormCenter/Mayor--City-Council-7/Request-for-Recognition-39**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): N/A (Not specified)**
- **Huntsville, Alabama**
  - **Link: http://www.huntsvilleal.gov/government/mayors-office/proclamations/**
  - **How to Submit: Submit request to the Mayor's office at contact@hunstvilleal.gov**
  - **When to Submit (Timeline): All requests must be submitted at least 4 weeks prior to the event**
- **Madison, Alabama**
  - **Link: http://www.madisonal.gov/index.aspx?nid=182**
  - **How to Submit: Submit request via email at Mayors.Office@MadisonAl.gov or fax to (256) 772-3828, with attention to Kim Lindsey**
  - **When to Submit (Timeline): Submit your request at least 2 weeks prior to the date the document is needed**
- **Tuscaloosa, Alabama**
  - **Link: N/A**
  - **How to Submit: Email proclamation request to requests@tuscaloosa.com**

- When to Submit (Timeline): Allow up to 2 weeks to process the request

Alaska

- Alaska (State)
  - Link: http://aws.state.ak.us/CrmForms/Home/WebRequest
  - How to Submit: Use online form
  - When to Submit (Timeline): Requests are reviewed 4-6 weeks ahead of the requested issue date

Arizona

- Arizona (State)
  - Link: http://azgovernor.gov/governor/form/proclamation-request
  - How to Submit: Use online form
  - When to Submit (Timeline): Requests are accepted no less than 6 weeks but no more than 26 weeks in advance
- Mesa, Arizona
  - Link: https://www.mesaaz.gov/government/mayor-council/mayor-john-giles/proclamation-request
  - How to Submit: Proclamations must be sponsored by a City of Mesa department
  - When to Submit (Timeline): Requests should be made at least 30 days in advance of the date needed
- Phoenix, Arizona
  - Link: https://www.phoenix.gov/mayor/proclamation
  - How to Submit: Email to mayor.gallego@phoenix.gov
  - When to Submit (Timeline): All proclamations must be submitted at least 21 days prior to the delivery date

Arkansas

- Arkansas (State)
  - Link: https://governor.arkansas.gov/online-services/proclamation-request/
  - How to Submit: Use online form
  - When to Submit (Timeline): Should be requested at least 30 days prior to the date of the proclamation
- Conway, Arkansas
  - Link: https://conwayarkansas.gov/documents/30/Proclamation_Request_Office_Mayor.pdf

    - **How to Submit: Complete PDF and email to Felicia Rogers at felicia.rogers@cityofconway.org**
    - **When to Submit (Timeline): Requests must be submitted 3 weeks prior to the due date**
- **Fayetteville, Arkansas**
    - **Link: http://www.fayetteville-ar.gov/FormCenter/Mayors-Office-16/Proclamation-Request-120**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Requests must be submitted at least 5-7 business days in advance of the event**
- **Little Rock, Arkansas**
    - **Link: https://www.littlerock.gov/city-administration/mayors-office/mayor-request-form/**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Requests must be submitted at least 3 weeks prior to the event**

California

- **California (State)**
    - **Link: https://www.ca.gov/archive/gov39/faq/index.html**
    - **How to Submit: N/A (Link is to an archive/FAQ)**
    - **When to Submit (Timeline): N/A**
- **Fresno, California**
    - **Link: https://www.fresno.gov/mayor/proclamation-request-form/**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Approximately 4 weeks in advance**
- **Long Beach, California**
    - **Link: https://www.longbeach.gov/mayor/certificate-request/**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Allow at least 5 business days from the date of your request**
- **Sacramento, California**
    - **Link: N/A**
    - **How to Submit: N/A**
    - **When to Submit (Timeline): Currently unable to complete requests**
- **San Francisco, California**
    - **Link: https://sf.gov/ask-commendation-mayor**
    - **How to Submit: Email all details required for your request to commendations@sfgov.org**

- When to Submit (Timeline): Submit within 4 weeks of the date needed

Colorado

- Colorado (State)
  - Link: https://www.colorado.gov/governor/proclamations
  - How to Submit: Use online form
  - When to Submit (Timeline): Must be received at least 4 weeks in advance of the date of printing
- Arvada, Colorado
  - Link: http://static.arvada.org/docs/Proclamations,_Recognitions_&_Awards-1-201407091339.pdf
  - How to Submit: Must be submitted to the City Clerk's Office ~ Kristen Rush, (720) 898-7546
  - When to Submit (Timeline): Must be submitted at least 3 weeks in advance
- Aurora, Colorado
  - Link: https://www.auroragov.org/city_hall/mayor___city_council/request_a_proclamation
  - How to Submit: Use online form
  - When to Submit (Timeline): Must be received at least 4 weeks in advance of the date of acknowledgement
- Centennial, Colorado
  - Link: https://www.centennialco.gov/Government/Mayor-Council/City-Council-Meetings/Mayoral-Proclamation
  - How to Submit: Use online form
  - When to Submit (Timeline): The request should be made at least 4 weeks in advance
- Colorado Springs, Colorado
  - Link: https://coloradosprings.gov/city-council/webform/proclamation-request
  - How to Submit: Use online form
  - When to Submit (Timeline): Must be made at least 1 month prior to the date requested
- Denver, Colorado
  - Link: https://www.denvergov.org/content/denvergov/en/mayors-office/contact-the-mayor/request-a-proclamation.html
  - How to Submit: Use online form
  - When to Submit (Timeline): Must be submitted in writing at least 3 weeks

prior to the date needed

Connecticut

- Connecticut (State)
  - Link: https://portal.ct.gov/Office-of-the-Governor/Contact/Request-a-Proclamation
  - How to Submit: Use online form
  - When to Submit (Timeline): Must be submitted at least 4 weeks prior, but no more than 3 months prior, to the due date
- Bridgeport, Connecticut
  - Link: http://www.bridgeportct.gov/content/341441/341447/343336.aspx
  - How to Submit: Use online form
  - When to Submit (Timeline): Must be submitted 6 weeks in advance

Delaware

- Delaware (State)
  - Link: https://governor.delaware.gov/request-proclamation-tribute/
  - How to Submit: Use online form
  - When to Submit (Timeline): Please make requests 3 weeks in advance of your deadline
- Dover, Delaware
  - Link: https://evogov.s3.amazonaws.com/media/27/media/12588.pdf
  - How to Submit: PDF form (Mail, fax, or email the request)
  - When to Submit (Timeline): At least 10 business days before the document is needed
- Newark, Delaware
  - Link: N/A
  - How to Submit: Submit your proclamation request via email at citysecretary@newark.de.us
  - When to Submit (Timeline): You will be contacted regarding your request

Florida

- Florida (State)
  - Link: http://www.flgov.com/request-a-proclamation/
  - How to Submit: Use online form
  - When to Submit (Timeline): Submit your request 4-6 weeks before it is needed
- Fort Lauderdale, Florida

    - **Link: http://www.fortlauderdale.gov/government/city-commission/office-of-the-mayor-city-commission/proclamations**
    - **How to Submit: May be requested via email (SWyman@fortlauderdale.gov), fax, phone or mail**
    - **When to Submit (Timeline): Submit your request a minimum of 2 weeks before it is needed**
- **Jacksonville, Florida**
    - **Link: https://www.coj.net/mayor/bizforms/proclamation-application**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Must be at least 30 days from time of submission**
- **Miami, Florida**
    - **Link: http://www.miamidade.gov/commission/divisions-protocol-make-a-nomination.asp**
    - **How to Submit: Call the Miami-Dade County Mayor's Office or the office of your County Commissioner**
    - **When to Submit (Timeline): Request must be made at least 15 days in advance**
- **Orlando, Florida**
    - **Link: http://www.cityoforlando.net/mayor/proclamations/**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Make your request at least 15 business days before you need the document**
- **St. Petersburg, Florida**
    - **Link: https://form.jotform.com/211435168056049**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Submit your request 4-6 weeks before the event**
- **Sunny Isles Beach, Florida**
    - **Link: http://www.sibfl.net/clerk-proclamations/**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Submit request at least 30 days prior to the date needed**

Georgia

- **Georgia (State)**
    - **Link: https://gov.georgia.gov/contact-us/proclamations/proclamation-request**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Make the request at least 30 days in advance**
- **Atlanta, Georgia**
    - **Link: https://www.atlantaga.gov/home/showpublisheddocument?id=97**

    - **How to Submit: Requests can be mailed, emailed or faxed**
    - **When to Submit (Timeline): Submit at least 14 business days in advance of the date in which the document is needed**
- **Savannah, Georgia**
    - **Link: https://www.savannahga.gov/DocumentCenter/View/7338/PROCLAMATION-REQUEST-GUIDELINES?bidId=**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Must be made 15 business days prior to due date**

Hawaii

- **Hawaii (State)**
    - **Link: https://governor.hawaii.gov/contact-us/request-a-commemorative-message/**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Submit at least 4 weeks prior to date needed and not more than 3 months in advance**
- **Honolulu, Hawaii**
    - **Link: https://www8.honolulu.gov/mayor/contact-the-mayor/**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Must be received at least 3 weeks in advance**

Idaho

- **Idaho (State)**
    - **Link: https://gov.idaho.gov/contact/proclamations/**
    - **How to Submit: Complete PDF form**
    - **When to Submit (Timeline): Must fill out request form at least 3 weeks prior to your event**
- **Idaho Falls, Idaho**
    - **Link: https://www.idahofallsidaho.gov/FormCenter/Mayors-Office-26/Proclamation-Request-122**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Submit request at least 3 weeks prior to the date you wish to receive the document**

Illinois

- **Illinois (State)**

    - **Link: https://www2.illinois.gov/sites/gov/contactus/Pages/Proclamation.aspx**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Must be made at least 30 days but no more than 90 days from the request date**
- **Chicago, Illinois**
    - **Link: https://webapps.cityofchicago.org/eforms/org/cityofchicago/moletterrequest/index.jsp**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Must be made 10 business days prior to date the document is needed**
- **Naperville, Illinois**
    - **Link: http://www.naperville.il.us/government/proclamations/**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Requests should be submitted at least 21 days in advance**
- **Rockford, Illinois**
    - **Link: https://www.rockfordil.gov/490/Request-a-Proclamation**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Must be submitted at least 3 weeks prior to the date needed**

Indiana

- **Indiana (State)**
    - **Link: http://www.in.gov/gov/2916.htm**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Must be submitted 6-8 weeks in advance of the requested delivery date**
- **Evansville, IN**
    - **Link: http://www.evansvillegov.org/city/department/division.php?structureid=160**
    - **How to Submit: Use downloadable Word document**
    - **When to Submit (Timeline): Submit at least 1 month in advance**
- **Indianapolis, Indiana**
    - **Link: https://www.indy.gov/workflow/request-a-proclamation-from-the-mayor**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Must be submitted at least 4 weeks prior**
- **South Bend, IN**
    - **Link: https://311.southbendin.gov/knowledgecenter/article/?id=KA-04477**
    - **How to Submit: Email the Mayor's Office at scheduling@southbendin.gov**

- When to Submit (Timeline): Submit requests at least 3 weeks in advance

Iowa

- Iowa (State)
  - Link: https://governor.iowa.gov/services/request-proclamation#:~:text=Proclamations%20are%20 available%20for%20pick,at%20515%2D281%2D5211.
  - How to Submit: Use online form
  - When to Submit (Timeline): Should be submitted 4-8 weeks before the start of the month of the proclamation date

Kansas

- Kansas (State)
  - Link: https://governor.kansas.gov/questions_form/
  - How to Submit: Use online form
  - When to Submit (Timeline): Requests should be submitted 6-8 weeks prior
- Overland Park, Kansas
  - Link: https://www.opkansas.org/city-government/mayors-office/
  - How to Submit: Submit requests via email or mail
  - When to Submit (Timeline): Submit requests between 4-6 weeks in advance of the requested date
- City of Tonganoxie, Kansas
  - Link: https://www.tonganoxie.org/mayor/webforms/mayors-proclamation-request
  - How to Submit: Use online form
  - When to Submit (Timeline): Submit no less than 14 business days before you will need the completed proclamation
- Topeka, Kansas
  - Link: https://www.topeka.org/mayor/proclamations-application/
  - How to Submit: Use online form
  - When to Submit (Timeline): Requests must be received at least 30 days in advance

Kentucky

- Kentucky (State)
  - Link: https://governor.ky.gov/services/proclamations-acclamations
  - How to Submit: Use online form
  - When to Submit (Timeline): Requests require a minimum of 30 days for processing

- **Hopkinsville, Kentucky**
  - **Link: http://www.hopkinsvilleky.us/departments/mayor/request_proclamation_or_commendation.php**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Submit your request at least 1 week in advance of when you need the document**
- **Louisville, Kentucky**
  - **Link: https://louisvilleky.gov/government/mayor-greg-fischer/services/request-proclamation-mayor**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Must be submitted 2 weeks prior to the request date**

Louisiana

- **Louisiana (State)**
  - **Link: http://gov.louisiana.gov/index.cfm/form/home/13**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Submit at least 14 business days in advance and no earlier than 90 days before**
- **New Orleans, Louisiana**
  - **Link: https://nola.gov/mayor/requests/proclamation-requests/**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Must be completed and submitted 10 business days in advance of the event**

Maine

- **Maine (State)**
  - **Link: https://www.maine.gov/governor/lepage/contact/proclamation-request-form.html**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Must be submitted at least 45 days in advance of the date needed**
- **Augusta, Maine**
  - **Link: http://www.augustamaine.gov/document_center/Government/2.Request_Form_for_Proclamation_or_Commendation.doc**
  - **How to Submit: Use downloadable Word form and email completed form to loretta.lathe@augustamaine.gov**

    - When to Submit (Timeline): N/A (Not specified)

Maryland

- Maryland (State)
    - Link: https://governor.maryland.gov/proclamation-requests/
    - How to Submit: Use online form
    - When to Submit (Timeline): Must be submitted 30 days before the requested delivery date
- Anne Arundel County, Maryland
    - Link: https://www.aacounty.org/departments/county-executive/request-citation-proclamation/index.html
    - How to Submit: Use online form
    - When to Submit (Timeline): All requests should be submitted 30 days in advance
- Baltimore, Maryland
    - Link: http://mayor.baltimorecity.gov/ceremonial-document-request-form
    - How to Submit: Use online form
    - When to Submit (Timeline): Must be submitted at least 2 weeks in advance
- City of Frederick, Maryland
    - Link: https://www.cityoffrederick.com/FormCenter/Proclamations-17-17/Request-a-Proclamation-55-55
    - How to Submit: Use online form
    - When to Submit (Timeline): N/A (Not specified)

Massachusetts

- Massachusetts (State)
    - Link: https://www.mass.gov/how-to/request-a-proclamation-from-governor-baker
    - How to Submit: Use online form
    - When to Submit (Timeline): Submit your request at least 20 business days in advance
- Boston, Massachusetts
    - Link: https://www.boston.gov/departments/mayors-office/how-get-recognition-mayor
    - How to Submit: Use online form
    - When to Submit (Timeline): Submit a request at least 20 days before an event
- Springfield, Massachusetts

- Link: N/A
- How to Submit: Submit your request by email: MayorsProclamations@springfieldcityhall.com
- When to Submit (Timeline): Allow 2-3 weeks for your certificate to be available

Michigan

- Michigan (State)
  - Link: https://www.michigan.gov/whitmer/0,9309,7-387-90499_90639---,00.html
  - How to Submit: Send a detailed email to tributes@michigan.gov
  - When to Submit (Timeline): Must be at least 4 weeks in advance of when the recognition is needed
- Detroit, Michigan
  - Link: http://www.detroitmi.gov/Correspondence
  - How to Submit: Use online form
  - When to Submit (Timeline): Must be submitted 7-10 business days in advance

Minnesota

- Minnesota (State)
  - Link: https://mn.gov/governor/newsroom/proclamations/proclamationrequest.jsp
  - How to Submit: Use online form
  - When to Submit (Timeline): Submit at least 20 business days in advance of the date it is needed
- Minneapolis, Minnesota
  - Link: https://app.smartsheet.com/b/form/99e1b724d5aa4888ae7c0a7d57a71226
  - How to Submit: Use online form
  - When to Submit (Timeline): Submit at least 10 business days to complete your request
- Moorhead, Minnesota
  - Link: http://www.cityofmoorhead.com/government/mayor-city-council/request-a-mayoral-proclamation
  - How to Submit: Use online form
  - When to Submit (Timeline): Submit at least 20 calendar days in advance of the date it is needed

Mississippi

- **Mississippi (State)**
  - **Link: https://governorreeves.ms.gov/**
  - **How to Submit: Contact the Governor's office at 601-359-3150 or email governor@govreeves.ms.gov**
  - **When to Submit (Timeline): N/A (Not specified)**
- **Biloxi, Mississippi**
  - **Link: N/A**
  - **How to Submit: Contact the Mayor's office at 228-435-6254**
  - **When to Submit (Timeline): N/A (Not specified)**
- **Greenville, Mississippi**
  - **Link: http://www.greenvillems.org/mayor-s-office**
  - **How to Submit: Complete PDF (Email, fax, or mail the request)**
  - **When to Submit (Timeline): At least 14 days prior to the event**
- **Jackson, Mississippi**
  - **Link: https://www.jacksonms.gov/proclamation-request-form/**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Allow 10 business days for a response**

Missouri

- **Missouri (State)**
  - **Link: https://governor.mo.gov/actions/proclamations**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Must be submitted at least 60 days prior to the date requested**
- **Kansas City, Missouri**
  - **Link: https://www.kcmo.gov/city-hall/city-officials/common-requests-for-the-office-of-mayor/ceremonial-proclamation-or-letter**
  - **How to Submit: Send an email to MayorQ@kcmo.org with a draft attached (Proclamations must be picked up and will not be mailed)**
  - **When to Submit (Timeline): Require a minimum of 2 weeks prior to the date your document is needed**
- **St. Louis, Missouri**
  - **Link: https://www.stlouis-mo.gov/government/departments/mayor/proclamations.cfm**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Must be made at least 15 working days in advance of the event**

Montana

- **Montana (State)**
  - **Link: N/A**
  - **How to Submit: 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**
  - **When to Submit (Timeline): N/A (Not specified)**
- **Great Falls, Montana**
  - **Link: http://www.greatfallsmt.net/cityclerk/proclamation-request-form**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Must be submitted at least 3 weeks from the date needed**

Nebraska

- **Nebraska (State)**
  - **Link: https://governor.nebraska.gov/proclamation-request**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Must be submitted at least 30 days in advance of your requested date**
- **Bellevue, Nebraska**
  - **Link: https://bellevuewa.gov/city-government/city-council/proclamation-requests**
  - **How to Submit: Send via email to CouncilOffice@bellevuewa.gov**
  - **When to Submit (Timeline): Must be submitted at least 30 days in advance of your event**
- **Omaha, Nebraska**
  - **Link: https://mayors-office.cityofomaha.org/images/pdf/proclamation-request-form-v4.pdf**
  - **How to Submit: Complete PDF form**
  - **When to Submit (Timeline): Request must be made 21 days in advance**

Nevada

- **Nevada (State)**
  - **Link: https://gov.nv.gov/Forms/Request_a_Proclamation/**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Must be submitted at least 4 weeks in advance of the date being recognized**
- **City of North Las Vegas, Nevada**

    - **Link: http://www.cityofnorthlasvegas.org/Departments/MayorAndCouncil/PDFs/RequestforaProclamationForm.pdf**
    - **How to Submit: Complete PDF form**
    - **When to Submit (Timeline): Must be received 4 weeks prior to the requested date**
- **Las Vegas, Nevada**
    - **Link: https://files.lasvegasnevada.gov/council/Request-a-proclamation.docx**
    - **How to Submit: Use downloadable PDF form**
    - **When to Submit (Timeline): Requests must be made 2 weeks in advance**

New Hampshire

- **New Hampshire (State)**
    - **Link: https://new-hampshire.secure.force.com/support/GOV_Proclamation**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Requests must be submitted at least 30 calendar days in advance**

New Jersey

- **New Jersey (State)**
    - **Link: http://www.state.nj.us/governor/contact/**
    - **How to Submit: Use online form after selecting "Requesting Proclamations / Special Letter" in dropdown**
    - **When to Submit (Timeline): N/A (Not specified)**
- **Newark, New Jersey**
    - **Link: N/A**
    - **How to Submit: Email your request to ceremonialdocuments@ci.newark.nj.us**
    - **When to Submit (Timeline): N/A (Not specified)**

New Mexico

- **New Mexico (State)**
    - **Link: https://www.governor.state.nm.us/contact-the-governor/requesting-a-proclamation/**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Submit no less than 45 days but no more than 6 months in advance**

- **Albuquerque, New Mexico**
  - **Link: https://www.cabq.gov/mayor/contact-us/request-a-proclamation**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Must be received by our office at least 10 business days in advance of the date needed**

New York

- **New York (State)**
  - **Link: N/A**
  - **How to Submit: Use contact form**
  - **When to Submit (Timeline): Requests should be submitted at least 15 business days before you need the document**

North Carolina

- **North Carolina (State)**
  - **Link: https://governor.nc.gov/request/request-proclamation**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Requests must be made at least 120 days in advance of the proclaimed date**
- **Charlotte, North Carolina**
  - **Link: https://www.charlottenc.gov/City-Government/Leadership/Mayor/Ceremonial-Documents**
  - **How to Submit: Email Mindy Levine at melevine@charlottenc.gov OR mail to Office of the Mayor, 600 East Fourth Street, 15th Fl, Charlotte, NC 28202**
  - **When to Submit (Timeline): Requests be made at least 4 weeks in advance of the date the document is needed**
- **Durham County, North Carolina**
  - **Link: http://dconc.gov/government/departments-a-e/clerk-to-the-board/ordinances-resolutions-proclamations-letters**
  - **How to Submit: Requests can be mailed, e-mailed, faxed, or hand-delivered**
  - **When to Submit (Timeline): Should be made 4-6 weeks prior to the requested date**
- **Greenville, North Carolina**
  - **Link: http://www.greenvillenc.gov/government/city-council/proclamations/proclamation-request**
  - **How to Submit: Use form online**
  - **When to Submit (Timeline): Submit your request at least 2 weeks prior to the date the document is needed**

- **Raleigh, North Carolina**
  - **Link: https://raleighnc.gov/home/content/PubAffairs/Articles/MayoralRequests.html#paragraph--215791**
  - **How to Submit: Request letter by emailing mayorstaff@raleighnc.gov**
  - **When to Submit (Timeline): Requests should be submitted at least 3 weeks prior to the date the letter is needed**

North Dakota

- **North Dakota (State)**
  - **Link: http://governor.nd.gov/contact-us**
  - **How to Submit: No formal process; contact the Governor's office**
  - **When to Submit (Timeline): N/A (Not specified)**

Ohio

- **Ohio (State)**
  - **Link: https://governor.ohio.gov/wps/portal/gov/governor/contact**
  - **How to Submit: Requests can be made by contacting the Governor's Office at (614) 466-3555**
  - **When to Submit (Timeline): Requests must be received at least 30 days prior to the event**
- **Cincinnati, Ohio**
  - **Link: https://www.cincinnati-oh.gov/mayor/requests-for-the-mayor/**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Requests should be submitted at least 10 business days prior to your event**
- **Cleveland, Ohio**
  - **Link: http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/MayorsOffice/Proclamations**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Submit your request for consideration with at least 3 weeks' notice**

Oklahoma

- **Oklahoma (State)**
  - **Link: https://oklahoma.gov/governor/contact/commendation-or-proclamation.html**

    - **How to Submit: Use online form**
    - **When to Submit (Timeline): All requests should be made at least 30 days in advance**
- **Tulsa, Oklahoma**
    - **Link: https://www.cityoftulsa.org/government/mayor-of-tulsa/proclamation-request/**
    - **How to Submit: Complete PDF form**
    - **When to Submit (Timeline): Requests must with a minimum of 2 weeks advance notice**

Oregon

- **Oregon (State)**
    - **Link: http://www.oregon.gov/gov/Pages/Proclamation-Request-Guidelines.aspx**
    - **How to Submit: Use downloadable Word document and email to GOV.Proclamations@oregon.gov**
    - **When to Submit (Timeline): Must be submitted with at least 30 days notice**

Pennsylvania

- **Pennsylvania (State)**
    - **Link: https://www.governor.pa.gov/contact/**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Requires 6-8 weeks to process a request**
- **Allentown, Pennsylvania**
    - **Link: https://www.allentownpa.gov/Government/Mayors-Office/Cultural-Flag-Raising**
    - **How to Submit: Email language for proclamation to Jay Lopez at Jay.Lopez@allentownpa.gov**
    - **When to Submit (Timeline): No later than 3 weeks prior to the event date**
- **Harrisburg, Pennsylvania**
    - **Link: https://laserfiche.harrisburgpa.gov/Forms/Proclamation-Request**
    - **How to Submit: Use online form**
    - **When to Submit (Timeline): Submit your request at least 2 weeks in advance of the date the proclamation is needed**
- **Lackawanna County, Pennsylvania**
    - **Link: https://www.lackawannacounty.org/government/departments/communications/community_outreach.php**
    - **How to Submit: Call or email Rick Notari, Community Outreach Manager to**

request a proclamation
    - When to Submit (Timeline): N/A (Not specified)
- Philadelphia, Pennsylvania
    - Link: https://www.phila.gov/documents/request-a-ceremonial-document-form/
    - How to Submit: Use downloadable PDF form
    - When to Submit (Timeline): All requests should be received at least 3 weeks before the document is needed
- Pittsburgh, Pennsylvania
    - Link: http://pittsburghpa.gov/mayor/group-proclamation
    - How to Submit: Use online form
    - When to Submit (Timeline): All requests must be received at least 6 weeks before the event date
- Reading, Pennsylvania
    - Link: https://www.readingpa.gov/proclamation-request-form
    - How to Submit: Use online form
    - When to Submit (Timeline): Requests must be submitted at least 2 weeks prior to the date the document is needed

Rhode Island

- Rhode Island (State)
    - Link: https://governor.ri.gov/sites/g/files/xkgbur236/files/2021-08/proclamation-and-citation-instructions.pdf
    - How to Submit: Use the Contact the Governor page
    - When to Submit (Timeline): Must be received at least 30 business days before the date needed

South Carolina

- South Carolina (State)
    - Link: https://acceleratesc.my.site.com/constituents/s/contact-the-governor
    - How to Submit: Use online form
    - When to Submit (Timeline): N/A (Not specified)
- City of Greer, South Carolina
    - Link: https://www.cityofgreer.org/forms/2959
    - How to Submit: Use online form
    - When to Submit (Timeline): N/A (Not specified)

South Dakota

- **South Dakota (State)**
  - **Link: https://governor.sd.gov/office/executive-proclamation.aspx**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Submit your request 3-4 weeks before it is needed**

Tennessee

- **Tennessee (State)**
  - **Link: https://www.tn.gov/former-governor-haslam/contact-us/proclamation-request.html**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Requests must be made no less than 21 business days in advance, and no more than 3 months in advance**
- **Chattanooga, Tennessee**
  - **Link: http://www.chattanooga.gov/mayors-office/request-for-a-proclamation**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Requests should be made no less than 21 business days in advance**
- **Knoxville, Tennessee**
  - **Link: http://www.knoxvilletn.gov/government/mayors_office/proclamation_requests**
  - **How to Submit: Use online form or downloadable PDF form**
  - **When to Submit (Timeline): Requests must be submitted at least 7 days prior to the proposed date**
- **Shelby County, Tennessee**
  - **Link: https://www.shelbycountytn.gov/FormCenter/Mayors-Form-21/Request-a-Proclamation--Greeting-87**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Must be submitted at least 4 weeks prior, but no more than 3 months prior, to the due date**

Texas

- **Texas (State)**
  - **Link: https://gov.texas.gov/apps/contact-us/assistance**
  - **How to Submit: Use the "I Need Assistance" form. Under issue, click "Ceremonial Items." Include request and draft proclamation in the comment**

box
    - When to Submit (Timeline): N/A (Not specified)
- Austin, Texas
    - Link: https://www.austintexas.gov/page/proclamation-and-recognition-request-form
    - How to Submit: Use online form
    - When to Submit (Timeline): N/A (Not specified)
- Dallas, Texas
    - Link: http://dallascityhall.com/government/citymayor/Pages/Ceremonial-Office.aspx
    - How to Submit: Use online form
    - When to Submit (Timeline): Request at least six weeks in advance
- Fort Worth, Texas
    - Link: http://fortworthtexas.gov/recognition/
    - How to Submit: Use online form
    - When to Submit (Timeline): Requests must be submitted at least 30 days prior to the presentation date
- Houston, Texas
    - Link: http://www.houstontx.gov/mayor/ceremonialdocs.html
    - How to Submit: Complete downloadable Word or PDF form and mail or email
    - When to Submit (Timeline): Please allow 21 days for turnaround
- San Antonio, Texas
    - Link: https://www.sanantonio.gov/Clerk/Other-Services/Ceremonial-Request-Form
    - How to Submit: Use online form
    - When to Submit (Timeline): Requests are to be submitted at least one month prior to the function

Utah

- Utah (State)
    - Link: https://governor.utah.gov/declarations/
    - How to Submit: Use online form
    - When to Submit (Timeline): Requires six weeks notice for declaration requests

Vermont

- Vermont (State)

- Link: http://governor.vermont.gov/proclamation-request
- How to Submit: Use online form
- When to Submit (Timeline): May request proclamations 4-6 weeks before the desired date

Virginia

- Virginia (State)
  - Link: https://www.governor.virginia.gov/constituent-services/request-a-proclamation/
  - How to Submit: Use online form
  - When to Submit (Timeline): Must be made no fewer than 45 business days and no more than 120 business days in advance
- Richmond, Virginia
  - Link: https://apps.richmondgov.com/applications/RequestsForMayor/Proclamation
  - How to Submit: Use online form
  - When to Submit (Timeline): After receiving your request, the Mayor's Office will contact you within 7 days
- Roanoke, Virginia
  - Link: http://www.roanokeva.gov/2103/Ceremonial-Document-Request-Guidelines
  - How to Submit: Use online form
  - When to Submit (Timeline): Should be made no less than 30 business days in advance of the date need

Washington

- Washington (State)
  - Link: http://www.governor.wa.gov/contact/requests-invites/request-ceremonial-proclamation-greeting-or-letter
  - How to Submit: Use online form
  - When to Submit (Timeline): Submit your request at least 45 days prior to the date by which you need the item
- Seattle, Washington
  - Link: http://mrsc.org/getmedia/3AC72EC8-D1E7-4572-A234-42C6FB94E6AC/S42ProcGuide.aspx
  - How to Submit: Fill out attached form and e-mail
  - When to Submit (Timeline): Requests should be submitted 30 days prior to

the due date

- **Spokane, Washington**
  - **Link: https://static.spokanecity.org/documents/mayor/ceremonial-document-request-form-2015-06-08.pdf**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Requests must be made a minimum of 3 weeks in advance**
- **Tacoma, Washington**
  - **Link: https://www.cityoftacoma.org/government/city_council/CCMeetings/Proclamations/**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Requests must be submitted at least two weeks prior**
- **Vancouver, Washington**
  - **Link: https://www.cityofvancouver.us/departments/mayor-city-council/**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Must be submitted at least 30 days in advance of the preferred issue date**
- **Yakima, Washington**
  - **Link: https://www.yakimawa.gov/council/assets/Proclamation_Policy_2023_Final-1.pdf**
  - **How to Submit: N/A (Policy document)**
  - **When to Submit (Timeline): N/A (Not specified)**

Washington, D.C.

- **Washington, D.C.**
  - **Link: http://os.dc.gov/service/ceremonial-services**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Requests must be submitted 2 weeks prior to the date of the event**

West Virginia

- **West Virginia (State)**
  - **Link: https://appengine.egov.com/apps/wv/governor/request-proclamation**
  - **How to Submit: Use online form**
  - **When to Submit (Timeline): Requests must be made 30 days prior to**

deadline date

Wisconsin

- Wisconsin (State)
  - Link: https://appengine.egov.com/apps/wi/governor/document-request
  - How to Submit: Use online form
  - When to Submit (Timeline): Requests must be made no fewer than 45 days in advance of the date needed
- Kenosha, Wisconsin
  - Link: https://www.kenosha.org/images/mayor_admin/CommendationRequestForm.pdf
  - How to Submit: Use downloadable PDF form and mail or email
  - When to Submit (Timeline): Requests must be made at least 5 working days prior to deadline date
- Milwaukee (City of), Wisconsin
  - Link: https://city.milwaukee.gov/mayor/Constituent-Services/MayoralProclamations
  - How to Submit: Complete downloadable Word form and mail, fax, or email
  - When to Submit (Timeline): Must be received at least 3 weeks in advance
- Milwaukee County, Wisconsin
  - Link: https://county.milwaukee.gov/EN/County-Executive/Contact/Proclamation-Requests
  - How to Submit: Use online form
  - When to Submit (Timeline): Submit all requests 3-4 weeks in advance

Wyoming

- Wyoming (State)
  - Link: https://governor.wyo.gov/contact/proclamation-requests
  - How to Submit: Use online form
  - When to Submit (Timeline): Must be made through the Governor's website no less than 45 days in advance

U.S. Territories listed A-Z:

American Samoa

- **American Samoa**
  - **Link: https://www.americansamoa.gov/contactus**
  - **How to Submit: N/A (Not specified)**
  - **When to Submit (Timeline): N/A (Not specified)**

Guam

- **Guam**
  - **Link: https://governor.guam.gov/contact-us/**
  - **How to Submit: N/A (Not specified)**
  - **When to Submit (Timeline): N/A (Not specified)**

Northern Mariana Islands

- **Northern Mariana Islands**
  - **Link: https://governor.gov.mp/contact/**
  - **How to Submit: N/A (Not specified)**
  - **When to Submit (Timeline): N/A (Not specified)**

Puerto Rico

- **Puerto Rico**
  - **Link: https://www.statedepartment.pr.gov/proclamations**
  - **How to Submit: N/A (Not specified)**
  - **When to Submit (Timeline): Must submit at least 60 working days prior to the date the proclamation is to be issued**

US Virgin Islands

- **US Virgin Islands**
  - **Link: https://www.vi.gov/contact/**
  - **How to Submit: N/A (Not specified)**
  - **When to Submit (Timeline): N/A (Not specified)**