

FIGHT COLORECTAL CANCER™

2025 State Proclamation Toolkit

State-by-State Proclamation Information

State	Process	Required Notice	Contact	How to Receive the Proclamation?
Alabama	Submit electronic proclamation request form. Visit this form to submit.	Please submit form no later than 30 days prior to date needed.	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. DOES NOT DO DISEASE-SPECIFIC	Proclamation requests are reviewed 6 weeks ahead of the requested issue date.	General: (907)465-3500	Not stated
Arizona	Submit electronic proclamation request form. Visit this form to submit.	At least 6 weeks before, no more than 26 weeks in advance.	General online contact form or email proclamations@az.gov	Can be mailed or picked up.
Arkansas	Submit electronic proclamation request form. Visit this form to submit.	Please submit at least 30 days prior to the date needed.	Proclamation Assistance: (501)682-3613 or contact online .	Can be mailed or picked up.

California	Your proclamation request 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.	All requests must be submitted no later than 90 days prior to your requested date.	General Information for CA Dept of Public Health : (916)558-1784	Not stated
Colorado	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.	At least 4 weeks notice.	Constituent Services: (303)866-2885 or email the governor .	Can be mailed or picked up.
Connecticut	Submit electronic proclamation request form. Visit this form to submit.	At least 4 weeks notice but no more than 3 months prior.	General: (860)566-4840 or contact online .	Can be mailed or picked up.
Delaware	Applicants must be residents of Delaware. Submit electronic proclamation request form. Visit this form to submit.	Make requests 3 weeks in advance.	Dover: (302)744-4101, Wilmington: (302)577-3210	Can be mailed or picked up in Dover or Wilmington.
District of Columbia	You must include an event occurring in DC (Call on Congress). Use the Ceremonial Document Request Form below under service details. Visit this form to submit.	Make requests 3 weeks in advance.	General: (202)727-6306	Can be mailed to the applicant, to Fight CRC, or picked up
Florida	Submit electronic proclamation request form. Proclamation guidelines here . Visit this form to submit.	Please allow 4 – 6 weeks for the completion of the request and mailing.	General: (850)488-7146 or email the governor .	Mailed to the requestor.

Georgia	Submit electronic proclamation request form. Visit this form to submit.	Please submit at least 30 days prior to the date needed.	General: (404)656-1776 or visit this form to contact.	Mailed to the requestor.
Hawaii	Submit electronic commemorative message to submit a proclamation request form. Visit this form to submit.	Minimum of 4 weeks prior to intended date, no more than 3 months ahead.	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 a request.	At least 3 weeks prior to date needed.	General: (208)334-2100 or email the office .	Mailed to the requestor.
Illinois	Submit electronic proclamation request form. Visit this form to submit.	Requests are filled as they come so the earlier they are submitted the better. At least 3 - 4 weeks prior to date needed.	Constituent Affairs: (217)782-0244	Pick up, mailed, or emailed to the requestor.
Indiana	Submit electronic proclamation request form. Visit this form to submit.	Submit forms electronically 6-8 weeks prior to requested date.	General: (317)232-4567 or contact online .	Can be mailed or picked up.
Iowa	Submit electronic proclamation request form. Visit this form to submit.	Submit form electronically 6 weeks prior to requested date.	General: (515)281-5211 or contact online .	Can be mailed or picked up.

Kansas	Submit electronic proclamation request form or mail request form. Proclamation Guidelines here . Visit this form to submit.	Submit request 6-8 weeks prior to requested date.	Constituent Services: (785)368-8500	Mailed to requestor.
Kentucky	Electronic Form Submission or mail to the governor's office. Proclamation Guidelines here . Visit this form to submit.	Proclamations should be submitted 30 days in advance of the date needed.	Constituent Services: (502)564-2611 or contact online .	Can be mailed or picked up.
Louisiana	Limited to 200 words. Submit electronic proclamation request form. Visit this form to submit.	At least 45 business days in advance, but no more than 90 days.	General: (225)342-0991 or (844)860-1413	Can be mailed or picked up.
Maine	Submit electronic proclamation request form. Visit this form to submit.	Must be submitted at least 45 days in advance.	Constituent Services: (207)287-3531	Can be mailed or picked up.
Maryland	Submit electronic proclamation request form. Guidelines are here . Visit this form to submit.	Must be submitted at least 30 days in advance.	General: (410)974-3901	Mailed to requestor
Massachusetts	Submit electronic proclamation request form Visit this link to submit.	Submit requests at least 20 business days before the event. Please note the Governor does not issue proclamations more than thirty days in advance.	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 .	Submit request at least 4 weeks prior to requested date.	General: (517)335-7858 or contact online .	Not stated.
Minnesota	Submit electronic proclamation request form. Visit this form to submit.	Submit at least 20 calendar days in advance of the date it is needed	General: (651)201-3400, or contact online .	Can be mailed, emailed, or picked up.
Mississippi	Submit a proclamation request on the contact page with full document details. Visit this from to submit.	Request a proclamation at least 30 days in advance of the date needed.	General: (601)359-3150 or governor@govreeves.ms.gov . Direct: Bonita Waters , (601)576-2968	Not stated
Missouri	Send in a contact form to request proclamation. Visit this form . Drop down the subject line to the proclamation request. Guidelines here	Submit a request 60 days in advance of the date needed.	General: (573)751-3222 ot email	Not stated
Montana	Contact Gov. Greg Gianforte and include proclamation request here	Please submit requests at least 2 weeks in advance.	General: (406)444-3111 or via email .	Not stated
Nebraska	Submit electronic proclamation request form. Visit this form to submit.	At least 30 days prior, no more than six months	General: (402)471-2244 or email	Mailed to the requestor.
Nevada	Submit online request form. Visit this form to submit.	Submit request at least 30 in advance	Carson City or Las Vegas: (775) 684-5670; (702) 486-2500	Not listed.
New Hampshire	Submit online request form. Request proclamation through this form .	Submit request at least 2 weeks prior to requested date.	Constituent Services: (603)271-7676; Office of the Governor at 603-271-2121	Can be mailed or picked up.

New Jersey	Submit online request form. Request proclamation through this form .	Submit request 6-8 weeks prior to requested date.	General: (609)292-6000 or contact online	Can be mailed or picked up.
New Mexico	Submit online request form. Visit this form to submit.	Submit proclamation at least 45 days before the date needed.	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.	Submit request at least 4 weeks prior to requested date.	General: (518)474-8390	Not listed.
North Carolina	Submit electronic proclamation request form. Visit this link to submit.	Submit no less than six weeks and no more than six months in advance.	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	Submit request 6-8 weeks prior to requested date.	General: (701)328-2200, ashleykelsch@nd.gov	Can be mailed or emailed.
Ohio	Visit this link to submit, selecting "Requesting Proclamation/Special Letter" in the "Issue" dropdown.	Submit request at least 30 days prior to requested date.	General: (614)644-4357	Not listed.
Oklahoma	Submit online request form. Visit this link to submit.	All requests should be made at least 30 days in advance.	General: (405) 521-2342	Not listed.

Oregon	Visit this link to view the proclamation template. Please send the filled out proclamation template via e-mail to: gov.proclamations@oregon.gov	All proclamations must be submitted with at least a 45-day notice.	General: (503)378-4582 or via email .	Mailed or emailed
Pennsylvania	Visit this form to submit through their “contact” form	Submit request 4-6 weeks prior to requested date.	General: (717)787-2500	digital PDF, mailed hard copy, or both
Puerto Rico	Requests must be submitted in writing. Address: Departamento de Estado de Puerto Rico, Calle San José, San Juan, 00901, Puerto Rico	Application must be submitted at least 60 working days prior.	General: (787)722-2121	Not listed.
Rhode Island	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	Submit request at least 30 days prior to requested date.	Phone: (401)222-2080 or governor@governor.ri.gov	digital PDF, mailed hard copy, or pick up
South Carolina	Submit online request form. Visit this form to submit.	Submit request at least 30 days prior to requested date.	General: (803)734-2100	Mailed to the requestor or picked up
South Dakota	Submit online request form. Visit this form to submit. GUIDELINES	Submit request 4 weeks prior to requested date.	General: (605)773-3212	Mailed to the requestor.
Tennessee	Submit online request form. Visit this form to submit.	Please submit your request 21 business days in advance.	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.	Please submit your request 8 weeks in advance.	General: (512)463-2000	Can be mailed or picked up.
Utah	Submit electronic declaration request form. Visit this link to submit.	Please submit your request at least 6 weeks in advance.	General: (801)538-1000	Can be mailed, picked up, or electronic copy
Vermont	Submit electronic declaration request form. Visit this link to submit	Please submit your request 4-6 weeks in advance.	General: (802)828-3333	Will be mailed
Virginia	Submit electronic declaration request form. Visit this link to submit.	Please submit your request at least 45 days in advance.	General: (804)786-2211	Can be mailed or picked up.
Washington	Submit electronic declaration request form. Visit this link to submit.	Please submit your request at least 45 days in advance.	Governor's Office at (360)902-4111	Will be mailed
West Virginia	Submit electronic proclamation request form. Visit this link to submit a request.	Please submit your request at least 30 days in advance.	General: (304)558-2000 or (888)438-2731	Can be mailed or picked up.
Wisconsin	Submit electronic proclamation request form. Visit this link to submit. GUIDELINES	Please submit your request at least 45 days in advance.	General: (608)266-1212	Can be mailed or picked up.
Wyoming	Submit electronic proclamation request form. Visit this link to submit a request. Guidelines	Please submit your request at least 45 days in advance.	General: (307)777-7434	Can be mailed or picked up.

