REQUEST TO FLY A FLAG

*To request flag(s) to be flown over the **Minnesota State Capitol Complex**,*
please send this completed form along with the flag to our office:
Dept of Administration/Plant Management Division, 50 Sherburne Ave - Room G10, St. Paul, MN 55155.

Today's date _____
(format: xx/xx/xxxx)

Name of Requestor_____

Phone_____ ☐ cell ☐ work ☐ home

Email address _____

Home address (*see below)_____

_____

- All flags flown are issued a certificate which can include any or all of the following information -

Flag to be flown in honor of (include full name/title):

_____

_____

_____

Occasion/Achievement (if any):

_____

_____

Date flag to be flown (if specific date needed):

_____

Flags have to be either the Minnesota State flag or the United States of America flag. Standard flag size is 4x6', smallest size acceptable is 3x5'. Minnesota's Bookstore has flags available for purchase.

* If a flag is to be returned via US mail, please provide a self-addressed, postage paid (to include approximate weight of 1.5 ounces for certificate) mailing container.

Standard turn-around is 2 weeks. Flags are not flown during inclement weather, holidays, or on days when flags are flown at half-staff per Governor's Proclamation. Please contact us at 651-201-2300 for special requests.

PMD use only: MN Flag US Flag Certificate Requestor notified for pick up: Phone Email

Date flown _____ Date called _____
(format: xx/xx/xxxx)

Certificate issued by _____

Flag & certificate received by_____ Date_____

07-14