

## 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/Facilities 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.

<i>FMD use only:</i>	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 \_\_\_\_\_