

## 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):

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Occasion/Achievement (if any):

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

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Flags have to be either the Minnesota State flag or the United States of America flag. The Flags must conform to the flag protocol for the Capitol Building and therefore must meet the following specifications:

- Flags must be made of nylon or polyester
- Flags must be 4' X 6' in size
- Flags must be new or gently worn and not soiled, tattered, faded, frayed or modified in any way

\* Requestors who wish to have their flags mailed back to them after they have been flown must provide a self-addressed, USPS prepaid (metered) package (to include approximate weight of 1.5 ounces for the certificate) obtained from the Post Office.

Standard turn-around is 2 weeks. Flags are not flown during inclement weather, or state holidays. Please contact us at 651-201-2300 for special requests.

|  |                   |         |   |       |       |
|--|-------------------|---------|---|-------|-------|
| <u>FMD use only:</u>                     | MN Flag           | US Flag | Certificate Requestor notified for pick up: | Phone | Email |
| Date flown _____<br>(format: xx/xx/xxxx) | Date called _____ |         |   |       |       |
| Certificate issued by _____              |                   |         |   |       |       |

Flag & certificate received by \_\_\_\_\_ Date \_\_\_\_\_