



State of Louisiana

OFFICE OF THE GOVERNOR

Baton Rouge

70804-9004

KATHLEEN BABINEAUX BLANCO
GOVERNOR

POST OFFICE BOX 94004
(225) 342-7015

PROCLAMATION REQUEST FORM

A Proclamation is an official document issued by Governor Blanco. Proclamations are issued recognizing or dedicating a day, week, month, or year to a specific **cause**. Guidelines for proclamations can be found on the Governor's website. You must provide the (draft) language for a proclamation in "Whereas, Therefore" format. The guidelines and/or sample text can be provided on request. Please allow a minimum of two (2) weeks for processing.

Title of Proclamation: _____

Date to be Proclaimed: _____ Date Needed: _____

Proclamation requested by: _____

Contact Person: _____ Today's Date: _____

Daytime Phone Number: _____ Fax Number: _____

Email: _____

Mailing Address: _____

When the proclamation is approved and completed, it should be (check one):

Picked up at the State Capitol _____ Mailed _____

***Note:** We cannot issue a "proclamation" for anniversaries, birthdays, family reunions, retirements or individuals – documents issued for those events can be requested through the Governor's Office of Constituent Services.*

Remember: A proclamation proclaims a day, week, or month for a specific cause.

Please fax or mail your request to:

Office of the Governor
Boards and Commissions
Post Office Box 94004
Baton Rouge, LA 70804-9004
225-342-8365 FAX