

**Fly Your Flag at the Capitol**  
**In Honor of Retirement from the Military**

Use this form when sending a U.S. or State of Florida flag that you already possess to be flown at the Capitol. All flag requests are subject to approval of the Executive Office of the Governor.

Not all flag requests are able to be accommodated.

**\*Note: Flags sent to our office must be 3x5 and be made in the USA.  
In addition to the below form, please also include a DD-214 or letter  
from the Commanding Officer certifying honorable retirement.**

Your Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Return Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Honoree: \_\_\_\_\_

(To appear on official certificate)

Requested date for flag to be flown: \_\_\_\_\_

(Note: Not all dates can be accommodated)

Address of Honoree: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Years of service: \_\_\_\_\_

Positions held while serving:

\_\_\_\_\_

\_\_\_\_\_

Awards received while serving:

\_\_\_\_\_

\_\_\_\_\_

Please note that your flag will be returned to you via regular U.S. mail. If you need your flag sooner than regular U.S. mail will allow, please include a prepaid postage slip when mailing your flag.

Mail your U.S. or State of Florida flag to:

Executive Office of the Governor

Office of the General Counsel

400 South Monroe Street

The Capitol, Room 209

Tallahassee, FL 32399