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