

# OFFICE OF THE GOVERNOR

Constituent Communication Division

Ceremonial Request Form

(rev 6-2009)

**NOTE: Application must be submitted at least 3 weeks in advance of date needed**

## **HONORARY CERTIFICATES:**

- Admiral in the Texas Navy:** For recognition of lengthy community involvement and accomplishments or in lieu of a military retirement certificate for persons with some ties to Texas (*Personal biography required*)
- Honored Guest:** For visitors to Texas from other countries (*Personal biography required*)
- Honorary Texan:** For natives of other states (recipient must be a United States citizen) (*Personal biography required*)
- Yellow Rose:** For Texas women in recognition of their lengthy community involvement and accomplishments (*Personal biography required*)

## **CONGRATULATORY GREETINGS:**

- |                                                            |                                                                               |
|------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> Bar/Bat Mitzvah                   | <input type="checkbox"/> Groundbreaking Event                                 |
| <input type="checkbox"/> Birth – Date: _____               | <input type="checkbox"/> High School Reunion                                  |
| <input type="checkbox"/> Birthday – Years: _____           | <input type="checkbox"/> Law Enforcement Retirement                           |
| <input type="checkbox"/> Church Anniversary – Years: _____ | <input type="checkbox"/> Military Retirement (for persons with ties to Texas) |
| <input type="checkbox"/> Civil Retirement – Years: _____   | <input type="checkbox"/> Pastor Anniversary / Retirement – Years: _____       |
| <input type="checkbox"/> Cub Scout Arrow of Light          | <input type="checkbox"/> Quinceañeras                                         |
| <input type="checkbox"/> Dedication Event                  | <input type="checkbox"/> Ribbon Cutting Event                                 |
| <input type="checkbox"/> Eagle Scout                       | <input type="checkbox"/> Royal Ranger                                         |
| <input type="checkbox"/> Family Reunion                    | <input type="checkbox"/> State Retirement – Years: _____                      |
| <input type="checkbox"/> Girl Scout Gold Award             | <input type="checkbox"/> Teacher Retirement – Years: _____                    |
| <input type="checkbox"/> Graduation: High School/College   | <input type="checkbox"/> Wedding Congrats – Date: _____                       |
| <input type="checkbox"/> Grand Opening Event               | <input type="checkbox"/> Wedding Anniversary – Years: _____                   |

Other Occasions (personal biography may be required before issuance):

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## **INFORMATION NEEDED TO PROCESS REQUEST: (NOTE: All fields must be completed.)**

Requestor's name, address, and phone number:

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Proper spelling of recipient's title, rank, first & last names (print legibly; as it should appear on the document):

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Name and return mailing address for document:

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Date of event: \_\_\_\_\_

Date document needed: \_\_\_\_\_

Event details / background (attach information if more space is needed):

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**\*\*\*REQUESTS SHOULD BE RETURNED TO THE OFFICE OF THE GOVERNOR VIA FAX, MAIL, OR WEBSITE\*\*\***

### **Mail:**

Office of the Governor  
Constituent Communications Division  
PO Box 12428  
Austin, TX 78711

### **Contact Information:**

**Phone:** 512-463-1800

**Fax:** 512-463-0039

**Web site:** <http://www2.governor.state.tx.us/contact/>