



# Flag Request Form

Requester Name

Requester Phone

Date of Request

Requesting to have flag(s) flown over the NYS Capitol?

Yes

No

If yes, request a specific date to have the flag flown:

Note: OGS does not fly flags on weekends, holidays or when flags are at half staff. \_\_\_\_\_

Size	Price	Qty	Item Total
<b>ORDER NEW YORK STATE FLAGS</b>			
3 x 5	\$50.00		\$
4 x 6	\$75.00		\$
<b>ORDER UNITED STATES FLAGS</b>			
3 x 5	\$45.00		\$
4 x 6	\$60.00		\$
Subtotal (State & US Flags)			\$
Shipping 1-5 Flags: Add \$7.50 6-20 Flags: Add \$10.00 21-25 Flags: Add \$15.00 26-30 Flags: Add \$20.00			\$
Total			\$

Shipping Address (street address only - unable to deliver to P.O. boxes)

Payment must accompany request in the form of check or money order payable to the "Office of General Services" Send your completed Flag Request form and payment to:

**NYS Office of General Services**

36th Floor, Corning Tower

Empire State Plaza

Albany, NY 12242

Attention: Reception Desk, 36th Floor

**Questions? Contact OGS: 518-474-3899**

**Certificate for Flags Flown Over the NYS Capitol:** A customizable certificate for the recipient is included with each flag flown over the NYS Capitol. If you would like your certificate(s) filled out, please list the name(s) for each flag recipient below. If more than 10 certificates, add an additional page:

1	6
2	7
3	8
4	9
5	10