



CIVILIAN PERSONNEL FACT SHEET

Instructions for Requesting a United States Flag Flown over the Capitol for Presentation/Award

The Privacy Act of 1974 as amended applies. This form is For Official Use Only

- Flags can be ordered through the United States Senate website. Select the Senator of the awardees choice at: www.senate.gov.
- Flags are paid for by organization.
- Example of a flag request form: (Each Senator's request form is slightly different.)

Person who is ordering the

flag: _____

Name, Street, City, State, Zip, Telephone

If different, person who will receive the

flag: _____

Name, Street, City, State, Zip, Telephone

I would like to purchase:

3x5 Nylon (\$15.55) _____

3x5 Cotton (\$16.30) _____

5x8 Nylon (\$25.55) _____

5x8 Cotton (\$26.80) _____

(Price includes certifying and mailing the flag in this example. Prices are approximate and will vary with each website, flag size and flying/certificate options. Check with each Senator's website for prices.)

Name of recipient (as it should appear on certificate):

Occasion for

presentation: _____

Date flag is to be flown over the U.S. Capitol:

Specific date requests should be made at least four weeks prior to the date requested. Please allow four to six weeks for delivery.

Check or money order must be made payable to: Keeper of the Stationery

Mail check and form to: (see each website for info)

435 MSS/DPCE Unit 3220 Box 365 APO AE 09094 Ramstein AB Germany
Building 2120 Phone: 480-2196 Fax: 480-7054

Web Page Address: <http://www.ramstein.af.mil/435mss/cpo>