MARK BEGICH ALASKA
U.S. Senator *for* the State *of*

## United States Capitol Flag Order Form

My staff can help individuals and organizations purchase and have flags flown over the United States Capitol Building for special occasions such as retirements, birthdays and Eagle Scout Awards. These flags are accompanied by a certificate of authenticity from the Architect of the Capitol. It is also possible to get an official United States flag that has not been flown over the Capitol.

To order a flag, please complete the form on the next page and mail it to my office with a check or money order made out to the *Keeper of the Stationery*. If you have any questions please call my Washington office at 202-224-3004.

Please note:

- The *Legislative Branch Appropriations Act, 1996 (P.L. 104-53)*, set a fee of $4.05 to cover the handling cost for each U.S. flag flown over the Capitol.
- The Senate Rules Committee has also determined each Senator's office must also collect a $4.00 postage fee for each flag mailed to the constituent.
- Please allow 4-6 weeks for my office to receive and process your flag request, as mail service to Washington, D.C. Senate office buildings is significantly delayed. If you would like your flag flown on a certain day, our office should receive your flag two months prior to that date.
- If your order arrives too late for your flag to be flown on the date requested, your flag will be flown on the earliest date possible.

## Instructions

1. Select whether you would like your flag(s) flown over the U.S. Capitol.
2. Indicate the name and address of where you would like the flag to be sent.
3. Calculate the cost by selecting the quantity and size of each of the flag(s) you desire.
4. Make out a check or money order for the total cost of your order shown on the form, payable to the ***Keeper of the Stationery*.**
5. Enclose your check or money order with your order form(s) and mail to:

**Office of Senator Mark Begich**
**Attn: Flag Request**
**111 Senate Russell Office Building**
**Washington, D.C. 20510**

# Office of Senator Mark Begich
# U.S. Capitol Flag Order Form

*To order a flag, please mail a check or money order for the order total made payable to the* ***Keeper of the Stationery*** *and the completed form to: Office of Senator Mark Begich, Attn: Flag Request, 111 Senate Russell Office Building, Washington, D.C. 20510. If you have any questions, please contact my office at 202-224-3004.*

**Section 1. Flag Instructions:**

*Please indicate whom we should contact to update you on the status of your request.*

Contact Name: _____ Contact Phone: _____ E-mail Address _____

Would you like this flag flown over the U.S. Capitol? ☐ **YES** ☐ **NO** *If yes, answer the following. If no, continue to Section 2.*

What occasion is the flag being flown for? *(if any)* _____ Date flag is to be flown *(if any)* _____

**Section 2. Mailing Instructions:** *Please specify to whom and where you want this flag to be mailed.*

Last Name _____ First Name _____ Middle Initial _____

Permanent Address *(Street Name and Number)* _____ Apt # _____

City _____ State _____ Zip Code _____

**Section 3. Flag Cost Calculator:** *If ordering multiple flags, use the cost calculator below to obtain the order total.*

**U.S. Flags flown over the U.S. Capitol *(with certificate)***

| Quantity | Size & Material | Base Price | Flying Fee | Postage | Cost Per Flag | Total |
|---|---|---|---|---|---|---|
| _____ | Nylon 3x5 | $9.00 | $4.05 | $4.00 | $17.05 | $0.00 |
| _____ | Nylon 4x6 | $13.50 | $4.05 | $4.00 | $21.55 | $0.00 |
| _____ | Nylon 5x8 | $18.00 | $4.05 | $4.00 | $26.05 | $0.00 |
| _____ | Cotton 3x5 | $9.25 | $4.05 | $4.00 | $17.30 | $0.00 |
| _____ | Cotton 5x8 | $20.00 | $4.05 | $4.00 | $28.05 | $0.00 |

**U.S. Flags not flown over the U.S. Capitol *(without certificate)***

| Quantity | Size & Material | Base Price | Postage | Cost Per Flag | Total |
|---|---|---|---|---|---|
| _____ | Nylon 3x5 | $9.00 | $4.00 | $13.00 | $0.00 |
| _____ | Nylon 4x6 | $13.50 | $4.00 | $17.50 | $0.00 |
| _____ | Nylon 5x8 | $18.00 | $4.00 | $22.00 | $0.00 |
| _____ | Cotton 3x5 | $9.25 | $4.00 | $13.25 | $0.00 |
| _____ | Cotton 5x8 | $20.00 | $4.00 | $24.00 | $0.00 |

**Order Total:** $0.00