

Flag Flying Guidelines



Please note the following rules and information when ordering flags to be flown over the U.S. Capitol:

- Flags and/or Flag Flying Fee Cards can be purchased from:

Stationery Room
Dirksen Senate Office Building, Room B-42
202.224.4771

Office Supply Service
Longworth House Office Building, Room B-217
202.225.3321

- Each flag sent to the Flag Office to be flown over the U.S. Capitol must have a Flag Flying Fee Card included. As of October 1, 2016, the fee for this card is \$7.00.
- Only the official 50-star U.S. flag or a past official U.S. flag will be flown (no state flags permitted). All flags must be made in the United States.
- The Flag Office will accept requests to fly personal flags (not bought at the Stationery Room or Office Supply Service). When submitting these requests, it should be noted clearly on the request form and hand delivered to the Flag Office by a staff member.
- The turnaround time from the day the flag is received in the Flag Office to the day it is returned to the congressional office is approximately two weeks, weather permitting. **Flags are not flown on the following holidays: Thanksgiving, Christmas and New Year's Day.** You can select a fly date for the flag to be flown, but cannot submit it more than two weeks in advance of the selected date, or it will be returned to your office due to the lack of storage space in the Flag Office.
- Flags flown over the U.S. Capitol can be no larger than 8' x 12'.
- When submitting flag requests from the U.S. House of Representatives, the Flag Office provides a ready to use PDF Flag Request Form, which can be found at www.capitolflags.gov. Please type your information directly on the form and print out two copies, one for your records and one to be sent to the Flag Office with the flag and the Flag Flying Fee Card. Staple the Flag Flying Fee Card to the right side of the form. Attach the form to the front of the box with a rubber band, not tape.
- When submitting flag requests from the United States Senate, please use forms provided in the Printing and Graphics and Direct Mail Office (SD-G82). If you choose to bypass Printing and Graphics and walk your flag to the Flag Office, you can use the PDF Flag Request Form at www.capitolflags.gov.
- Personalized dedications are permitted, but limited to 300 characters.
- For House Members, flags can be ordered in bulk (10 or more) from the Office Supply Service and sent directly to the Flag Office with your Flag Flying Fee Cards (one per flag). Make sure the form or letter accompanies the order, along with the information for the certificates. If your letter is not attached to the bulk order, all certificates will be typed with a standard statement indicating the flag was flown over the U.S. Capitol at the request of the Member.

- Due to lack of storage space at the Flag Office, personnel from the House and Senate Members' offices must send someone to the Flag Office to collect flags awaiting pick up.
- The Flag Office will only process Same Day Rush requests for funerals. Such requests should be dropped off prior to 12 p.m. to allow adequate time for processing. The flag will be available for pick up after 3 p.m. **No request will be processed while you wait.**
- Once the flags are processed, you will receive the original certificate along with a copy of the certificate. **Only one certificate per flag is allowed. The white copy is for your office records.**
- Certificate correction requests may be faxed or brought into the Flag Office. When requesting a change in the dedication, the original certificate must accompany the request (if you fax the correction, you must bring the original when you pick up the corrected certificate). Certificate corrections can be picked up between 3 p.m. and 5 p.m.
- The Flag Office is located in the basement of the Capitol Building, Room HT-12. The hours of operation are Monday through Friday, 8:30 a.m. to 5 p.m. You can contact the Flag Office by phone at 202.228.4239 or fax at 202.228.4718.

