



Washington, DC 20515

October 11, 2007

From: Stephen T. Ayers, AIA
Acting Architect of the Capitol

To: Members, Officers, and their staffs

Subject: Flag Office Services

Please note the following rules and information when ordering flags to be flown over the United States Capitol:

1. The flags and/or Flag Flying Fee Cards can be purchased from:

<p><i>Senate Members</i></p> <p><i>Stationary Room</i> <i>Rm: B-42 Dirksen Building</i> <i>202-224-4771</i></p>

<p><i>House Members</i></p> <p><i>Office Supply Service</i> <i>Rm: B-217 Longworth Building</i> <i>202-225-3321</i></p>

2. Each flag sent to the Flag Office to be flown over the U.S. Capitol must have a Flag Flying Fee Card included. The fee for this card is \$4.05.
3. 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.
4. We will accept requests to fly personal flags (those not bought at Stationary Room or Office Supply Service). When submitting these requests, it should be noted clearly on the request form and brought inside the Flag Office by a member of your staff, not a Page.
5. The turn around time (when we receive the flag in the Flag Office and it is sent back to the Congressional office) is about 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 do not submit it more than two weeks in advance of selected date, or it will be returned to your office due to the lack of storage space in the Flag Office.

6. The largest flag size able to fly over the United States Capitol is 8' x 12'.
7. When submitting flag requests from the **House Side**, the Flag Office prefers you use the AOC Flag Request Forms found at House Office Supply or the Flag Office. Please type or print your information on the forms (to reduce typing errors), and staple the Flag Flying Fee Card to form. Attach this to the front of the box with a rubber band, not tape.

For the **Senate Side**, please use forms found at Printing and Graphics. Type or print information on the forms (to reduce typing errors), and place in the box with the Flag Flying Fee Card stapled to the form. It will be delivered to the Flag Office by Printing and Graphics.
8. Personalized dedications are permitted, but limited to three hundred (300) characters.
9. 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.
10. Due to lack of storage space at the Flag Office, it is necessary that Flag personnel from the House and Senate Members' offices send someone to the Flag Office to collect flags awaiting pick-up at times when the Pages are not on duty.
11. We 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.**
12. Once the flags are processed, you will receive the original certificate along with a copy of the certificate. **The copy is for Member's office to keep for their records.**
13. 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.
14. The Flag Office is located in the basement of the Capitol Building, Room HT-18. Hours of operation are Monday through Friday, 8:30 a.m. to 5 p.m. The phone number is (202) 228-4239, and fax number is (202) 228-4718.