

PURPOSE

To establish a procedure for the Michigan Department of Health and Human Services (MDHHS) requests for governor's proclamations, letters, or certificates.

POLICY

Proclamations are provided to state departments and Michigan residents by the governor's office to increase awareness of significant issues in Michigan. Proclamation requests are reviewed on a case-by-case basis and the governor's office reserves the right to decline a request. When requesting a proclamation, please keep in mind the steps and timeframe involved.

When submitting a proclamation to observe a day and a month for the same occasion, a separate request and draft should be submitted for each. Sample proclamations are available upon request from MDHHS-recognition@michigan.gov.

PROCEDURE**Proclamation**

To request a proclamation signed by the governor:

Submit request to The Office of Communications six weeks in advance of when the proclamation is needed.

Include:

- A draft of the language (Word document format).
- How many are needed (up to 10).
- MDHHS-5403, Publication Approval Record available at [Inside MDHHS/Toolbox/Forms](#).

All requests should be sent to MDHHS-recognition@michigan.gov.

Upon receipt of the request, Communications will review and edit the letter, then send on to the governor's office for printing and signature.

Communications will log and track all requests for proclamations to ensure duplicate requests are not submitted to the governor.

Certificate of Recognition

A governor's letter or certificate of recognition for a variety of occasions may also be requested.

Submit request to The Office of Communications six weeks in advance of when the letter or certificate is needed.

To request a letter or certificate of recognition signed by the governor:

- Include a draft of the language (Word document format).
- MDHHS-5403, Publication Approval Record, available at [Inside MDHHS/Toolbox/Forms](#).
- How the final letter or certificate should be delivered for example, by mail to a specified address, or picked up.
- All requests should be sent to MDHHS-recognition@michigan.gov.

Upon receipt of the request, Communications will review and edit the letter, then send it to the governor's office for signature.

Communications will log and track all requests to ensure duplicate requests are not sent to the governor.

REFERENCE

MDHHS-5403, Publication Approval Record, available at [Inside MDHHS/Toolbox/Forms](#).

CONTACT

For additional information, please contact the MDHHS Office of Communications at 517-241-2112.