



Maryland Capitol Police Flag Request Program



The Maryland Capitol Police (MCP) fulfills all flag requests from Members of the Maryland General Assembly and the House of Delegates. Flags are flown daily year-round, weather permitting.

All flags flown over the Maryland State House Dome are issued a Letter of Authenticity with a dedication message that may be customized for the recipient.

Flag Flying Guidelines

- Flags flown over the Maryland State House Dome must be either 3' x 5'' or 5' x 8' in size and must be delivered to MCP in person or via U.S. Mail with a self-addressed, postage paid return envelope or box to the following address:

Maryland Capitol Police
Attn: Annapolis Division Commander
29 Saint John's Street
Annapolis, MD 21401

- The turnaround time from the day the flag is received in our office to the day it is ready for pick up is approximately one week, weather permitting.
- 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. We will make every effort to fly your flag on the date requested but we cannot make that guarantee.
- Maryland Capitol Police 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.**

Dedication Information

Please complete the following information for the Letter of Authenticity. If you have multiple flags to fly, they must all be flown on the same date. If you would like different names and/or occasions to appear on each letter, please leave the name and occasion information below blank and use the Dedication Message box to specify that information.





MARYLAND CAPITOL POLICE FLAG REQUEST

Name of recipient as it should appear on the Letter of Authenticity:

For the occasion of:

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Graduation | <input type="checkbox"/> In Memory |
| <input type="checkbox"/> Birthday | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Anniversary | <input type="checkbox"/> Induction (please specify) |
| <input type="checkbox"/> Wedding | <input type="checkbox"/> Other (please specify) |

Dedication Message (250 Characters Maximum):

Requested fly date (if applicable): _____

Requestor: _____

Requestor's Signature: _____ Date: _____

Office of: _____

Contact Information for pick up: _____

Be certain to affix this form firmly to the flag for identification.