

WHITE HOUSE GREETING CARDS

There are a certain number of occasions for which the White House Greetings Office will send appropriate recognition in honor of the event.

All requests must go through your local U.S. Congressperson.

Contact your local Congressperson's office with your request. You must be a resident of his/her district. You can find your U.S. Representative in your local phone book, call (202) 224-3121, or visit the U.S. House web site at: <http://www.house.gov/representatives/find/>

We have included the current form that your U.S. Representative is required to submit. **Every district has different requirements for White House Greeting Cards, so check for yourself.**

These greetings are limited to United States citizens only.

Advanced Notice Required - The request must be received in advance of the date of the event. The earlier you contact your Congressperson, the better chance of success. Your Congressperson's Office should have the information for the advance notice. Greetings are generally not sent after the date of the event.

Some Information May Be Required Such As:

- ❖ Name of Honoree(s), including Title: Mr., Mrs., Ms., Dr., Miss.
- ❖ Home Address of Honoree(s)
- ❖ Your Name (the requestor) and Daytime Phone Number
- ❖ Occasion for which the Greeting is Requested: Birthday, Wedding Anniversary, Wedding, Get Well, College Graduation, Religious Milestone, Birth of Baby, Retirement, and Eagle/Girl Scout Gold Awards
- ❖ Exact Date of Occasion (MM/DD/YYYY)

This information is current as of 05/15/14. Creative Forecasting is providing this information as a courtesy as it was conveyed from our local Congressman's office. We greatly appreciate their assistance in gathering this information.



Presidential Greeting/Photo Requests for Congress

Thank you for visiting the White House Congressional Request webform. Before you fill out the webform, please keep the following things in mind:

- All retirement requests for civilian, enlisted or commissioned military personnel are processed through their respective service branch rather than through the White House Greetings Office.
- Please inform the requesting constituent that the White House sends Greetings letters close to the event date; if a constituent inquires about the status of a request they submitted for an event in the distant future, the constituent should be advised that we are holding the request until close to the event date.
- In order to avoid duplicate requests, please check with the requesting constituent to see if they have contacted other elected officials' offices about this same request.

★ Only these fields are required. All other fields are optional.

★ Salutation: ★ Member Name: ★ State:

★ Staff First Name: ★ Staff Last Name:

★ Staff Direct Dial (xxx-xxx-xxxx):

★ Staff Email:

Requesting constituent information

★ First Name: ★ Last Name:

★ Phone (xxx-xxx-xxxx):

What would you like us to send?

★ Item Requested:

Recipient Information

★ Prefix:

★ First Name: Middle Name: ★ Last Name:

Suffix:

Organization Name or In Care of:

★ Address 1: Address 2:

★ City: ★ State: ★ Zip:

Email:

Comments/Further Information (500 characters maximum):