

# To Request Letters of Commendation or Honorary Resolutions

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**RequestLSC@lsc.ohio.gov**

(Attach the Completed House or Senate  
Commendation Request Form)



**– OR –**

Mail your request or drop off  
at our 8<sup>th</sup> floor receptionist desk

**– OR –**

Call

Resolution Drafting

(614) 466-3031

The LSC staff drafts letters of commendation or condolence and honorary resolutions on behalf of members of the General Assembly. Requests for this *nonconfidential* service must comply with the guidelines established by the House or the Senate. The guidelines may be obtained from the House or Senate Clerk's office. You may also email RequestLSC@lsc.ohio.gov for a copy.

# Recognizing Constituents or Groups with Honorary Resolutions & Letters of Commendation or Condolence

## Key Contact Information and Websites

LSC Resolution Drafting Section: 466-3031

Address Verification:

Ohio Legislature: <http://www.legislature.ohio.gov>

House: <http://www.ohiohouse.gov>

Senate: <http://www.ohiosenate.gov>

House Clerk's Office: 466-3357

Senate Clerk's Office: 466-4900

## Requesting Honorary Resolutions and Letters of Commendation or Condolence

- Attach request form(s) and supporting information to an email and submit to [RequestLSC@lsc.ohio.gov](mailto:RequestLSC@lsc.ohio.gov).

## General information about LSC's Resolution Drafting section

- The resolution drafting section has a staff of seven drafters and four processors.
- We draft honorary resolutions and letters of commendation or condolence that are requested by legislators' office staff or legislators for constituents.
- We are a separate department within LSC. We do not do bill drafting and research.

## Guidelines are set by House Speaker and Senate President

- Requests will only be drafted if they meet guidelines.
- Call your respective Clerk's office for clarification of guidelines or non-standard requests.

## What to do if a request does not meet the guidelines

- If you would like to prepare a request for a constituent outside of your district, you must contact the proper legislator to either ask permission to request a letter/resolution or to co-sponsor the request.
- If a request does not meet the guidelines, you can send a citation letter from your office, for which we can provide sample language (email requests for language to [resolutions@lsc.ohio.gov](mailto:resolutions@lsc.ohio.gov)).

### Extras—presentation frames and folders

- Legislators may purchase frames and folders for the letters/resolutions from either House Admin or the Senate Clerk’s office.

### Helpful tips

## Supporting Information

- If you have a long list of recipients who are receiving the same award, you can provide a list with each recipient’s name and address (rather than separate request forms).
- Suggested supporting information includes scans or pdfs of newspaper articles, links to websites, or notes from phone conversations/emails.

## Rush Requests

- If you need a letter of commendation or condolence or an honorary resolution sooner than the approximate ten-business day turn-around time, you can submit the request as a “rush” by indicating a completion date on the form.

### Document delivery or pick up

Please note that this information is subject to change. Contact your respective Clerk’s office for chamber-specific information.

- Most letters will be sent through inter-office mail to your office within ten business days.
  - House letters will already be signed by the Speaker.
  - Senate letters will already be signed by the President.
- **For same-day rush requests:**
  - House letters: these will be printed by LSC. Resolution Drafting, staff will call your office to let you know that the request is ready for pick up at the LSC 8th Floor Reception area.
    - ❖ You will need to take the document(s) to the House Clerk’s office in the Statehouse to be signed (they sign at 10 a.m. and 3 p.m.).
  - Senate letters: these will be printed and signed in the Senate Clerk’s office.
- Honorary Resolutions
  - House: drafts of resolutions will be printed and mailed to your office. After reviewing the language, forward the draft to the House Clerk to be printed on specialty paper only for this purpose.
  - Senate: drafts of resolutions will be emailed to your office and the Senate Clerk to be printed on specialty paper only for this purpose.