Senate Commendation & Resolution Request Form

Email the completed form and any additional information to:

RequestLSC@lsc.ohio.gov

Call (614) 466-3031 for assistance

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| Request Type | |
| Senate President’s Letter/Condolence Letter | |
| Simple Resolution | Concurrent Resolution |
| If the subject or document type was approved by the Clerk’s office,  please list the name of the person you spoke with: Click to enter name. | |
|  | |
| **Requestor and Staff Contact Information** \*Please attach a separate list in the case of multiple co-sponsors | |
| **Member:** Click to enter name. | **District:** Click to enter district number. |
| Co-sponsor:Click to enter name. | District:Click to enter district number. |
| Check if prior approval was granted by co-sponsor(s) | |
| **Staff contact:** | **Telephone:** Click to enter number. |
| **If this is a rush request, please specify the date/time requested by: Date:** Click to enter date. and **Time** Click to enter time. | |
| **Information for Commendations or Resolutions** \*Please attach a separate list of names/addresses in the case of multiple recipients | |
| **Name of person(s), business, organization, etc., to be commended:**  Click to enter text. | |
| **Specific reason for commendation (e.g., name of award, retirement, etc.):**  Click to enter text. | |
| **Additional background information for commendation (It may also be provided in separate email attachments.):**  Click to enter text. | |
| **Please provide *complete* home or business addresses for *each recipient*:** | |
|  | |
| If an address exception was granted by the Clerk’s office, please list the name of the person you spoke with: Click to enter name. | |