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. |