

US Flag Instructions

Our office can have a United States flag flown over the Texas State Capitol, however we do not sell the US Flag as we do the Texas Flag. To have a US Flag flown, you would need to provide the flag to our office.

There is no fee associated with flying the flag, however there is a certificate fee and return postage fee.

- **Pick Up Fees, 65 cents per certificate:** If you intend to pick up the flag, the only fee charged will be 65 cents per certificate (includes sales tax).
- **In-State Postage, \$10.39:** If you want the flag to be shipped to an address within the State of Texas, the total fee (postage and certificate) will be \$10.39 (includes sales tax).
- **Out-of-State Postage, \$8.60:** If you want the flag to be shipped to any other State in the United States the total fee (postage and certificate) will be \$8.60.
- **APO/FPO/DPO Postage, \$9.60:** If you want a flag shipped to a military address, the total fee (postage and certificate) will be \$9.60.
- **International Postage** will need to be determined by our office. Please contact our office with the complete mailing address and what you would like to order at (512) 463-0910.

Flags can either be dropped off in our office or mailed in. We are located in room 2w.7 of the Texas State Capitol building in Austin, Texas. If mailing through the Postal Service, use the following address:

**The Texas House of Representatives
Attn: Office of the Sergeant-at-Arms
PO Box 2910
Austin, TX 78768**

If mailing using FedEx, which requires a physical address, use the following (we cannot process UPS shipments):

**The Texas House of Representatives
Attn: Office of the Sergeant-at-Arms
1400 N. Congress
Suite E1.206
Austin, TX 78701**

Important: Please include the following information for each flag submitted:

- Date the flag is to be flown. If no date is requested, we will fly the flag the day it is received and it will be available to be picked up or shipped out the next business day.
- Certificate information:
 - **Recipients:** Who the flag is going to.
 - **Presenters:** Who is giving the flag.
 - **Optional Occasion:** Brief reason the flag is being flown (optional).
- Return Address
- Point of Contact Information:
 - Phone Number
 - Email Address