



Guidelines for Retirement Certificates from the Office of the Governor

Retirement letters/certificates are provided by Governor Pat Quinn's office as a courtesy to Illinois residents. A life of service, be it in the military, law enforcement, or a business, is a wonderful achievement and deserves to be recognized. As such, the Governor is pleased to provide letters/certificates of congratulations and appreciation to retiring military officials, police officers, fire fighters, state/federal workers and longtime company employees upon their retirements. All retirement certificate requests will be reviewed on a case-by-case basis. The Governor's Office reserves the right to decline any request for retirement letters/certificates or to make exceptions to the following guidelines:

Criteria

- Must be requested or endorsed by an Illinois citizen. Out-of-state requests **will be declined**.
- Must be for an Illinois retiree or an individual with strong ties to the State of Illinois.

Making your request

- Requests may be faxed to (217) 524-4049, submitted through the website <http://www.illinois.gov/GOCA> or mailed to the following: Governor's Office of Constituent Affairs; 207 State House; Springfield, Illinois 62706.
- Be sure to include all contact information, including a mailing address and telephone number.
- You are strongly encouraged to submit your request two weeks in advance of your requested date. Requests will be accepted no more than six months in advance. If less than two weeks notice is given, the Governor's Office reserves the right to decline the request.
- Please include the name of the retiree, retirement date, number of years the retiree has performed their duties, the branch of service and rank abbreviation (for service member, law enforcement or fire department) and any other relevant information that will help our office complete your request. Also, please provide who and where the letter should be sent if this differs from your contact information.

If you have further questions, please contact the Governor's Office of Constituent Affairs at (217)782-0244.