

Thank you for contacting us to have the US Flag flown over the Iowa State Capitol for you or a family member. Following are the steps to request a flag to be flown from the ceremonial pole on the Capitol Building.

1. Requester will need to purchase the appropriate flag - State of Iowa/U.S. /POW-MIA flag any size up to 5' X 8', flag with grommets.
2. Requester will need to deliver or ship the flag to:

DAS Custodial Supervisor
Dept. of Administrative Services
Facilities Management Center
109 S. E. 13th Street
Des Moines, Iowa 50319
3. Requester may pick the flag up after it is flown or make arrangements with the DAS Customer Service by calling 515-242-5120 opt. 3 for return of the flag with pre-paid postage.
4. DAS will create a certificate to verify the flag was flown per the Requester's instructions. Please include the name of the person and the purpose of flying the flag; i.e. in remembrance of Bob White for 30 years of military service.
5. Weekend and State Holidays are not viable days to fly the flag.

For assistance contact DAS GSE Customer Service at 515-242-5120 option 3 or CustServ.GSE@iowa.gov.