

**How to order a Banner**

Please complete the application form, including the service persons name and branch of service, (Army, Navy, Air Force, Marines or Coast Guard.) Include a check payable to the City of Rensselaer and please write "Rensselaer Heroes" in the memo line. Mail application, photo, supporting documentation and check to :

City of Rensselaer  
Building and Planning Dept.  
62 Washington St.  
Rensselaer, NY 12144

To process the application, please include proof of residency in the City of Rensselaer for service person or for immediate family. i.e. copy of utility bill or driver's license.

**Display Locations:**

Available spaces are determined on a first-come, first serve basis. All Banner locations shall be determined by the City. A banner sponsor cannot select a specific location. If more banners are ordered than poles are available, banners will be displayed on a year to year rotating basis.

**Costs:**

New Banner Total            \$185.00

Replacement Banner Total \$125.00

For additional information:  
Please contact the Planning  
Office at:

**(518)465-1693**

or

**banners@rensselaerny.gov**

Please Print/type the name of the service person as it should appear on the banner and indicate the branch of service on the lines provided below.

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Suffix (if any. Jr/Sr.) \_\_\_\_\_

Specify Branch of Service and Division if known. \_\_\_\_\_

Sponsor: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please Include the Following:

- I. Proof of residency
- II. Proof of duty
- III. High resolution photograph

It is recommended that the sponsor provide a photo of the honoree in uniform. There cannot be additional people in the photo. Digital image is preferred. Photos can be scanned at City Hall in the Building and Planning Department Office.