



Active Duty Military Banner Program Policy

The City of Montclair is proud to honor and recognize hometown military personnel. The Active Duty Military Banner program is for Montclair residents who are currently serving in the Armed Forces. Banners are proudly displayed every February through November on Montclair Streets.

Eligibility

To qualify for the City of Montclair's Active Duty Military Banner Program, the following criteria must be met:

1. The Honoree's "Home of Record" with the United States Armed Forces must be listed as the city of Montclair OR the Honoree must be a Montclair High School graduate.
2. The Honoree must be an active duty service member in one of the branches of the United States Armed Forces.

Requirements

New applicants must submit proof of the Honoree's Montclair residency AND proof of the Honoree's active duty status with the completed application by the submission deadline in November.

Returning applicants must submit proof of the Honoree's active duty status with the completed application by the submission deadline in November.

- **Proof of Montclair Residency:**

- Applicants must submit ONE (1) of the following documents:
 - A copy of the Honoree's valid driver's license or California ID Card
 - A copy of the Honoree's Montclair High School Diploma

- **Proof of Active Duty Status:**

- Applicants must submit ONE (1) of the following documents:
 - Applicants may submit a copy of the front of the Honoree's valid Military Identification Card as proof of active duty status.
 - Applicants may also visit the Department of Defense Website <https://scra.dmdc.osd.mil/>, create an account, and submit a copy of the Honoree's "Single Record Request" active duty verification with the application.
 - Applicants will need the following information to print the status record report:
 1. Name of the Active Duty Service Member
 2. Date of Birth
 3. Social Security Number (SSN will not print on final report)

Annual verification of active duty status will be required





Cost

- There is no cost for the Active Duty Military Banner Program if the Honoree is currently an active duty service member of the United States Armed Forces.
- The City of Montclair will replace damaged banners every three years (or as needed) if the Honoree remains an active duty service member.

Deadlines

- Every year, a letter will be mailed to the Application Representative at the address provided under the "Application Representative" section of the military banner application, notifying them that updated proof of the Honoree's active duty status must be submitted by the stated application deadline in November.
- If proof of active duty status is not submitted for a returning Honoree by the assigned deadline, the military banner will be removed in November.
- If the requested documentation/proof of active duty status is received after the assigned November deadline but before the new banners are installed in January, then the Honoree's banner may be re-installed in January (when the new banners are installed throughout the City).
- If a banner was removed, but is later eligible for reinstallation, the original banner location is not guaranteed as the location may have been assigned to a new applicant.

Selection Process

- Honorees must meet all eligibility criteria.
- Applications are accepted on a first-come, first-served basis and are based on pole availability.
- Applicants must carefully review and submit the Banner Proof Verification by the assigned deadline. Applicants must approve the spelling of the Honoree's name and military branch. Applicants are not allowed to post, reproduce, or distribute the Banner Proof Verification Document generated by Dekra-Lite Industries, Inc.
- In January, once the new military banners are installed, a letter will be mailed to the address provided under the "Application Representative" section of the military banner application.
- In the fall, a letter will be mailed to remind returning applicants of the deadline to submit updated proof of the Honoree's active duty status and updated contact information for the Honoree or Application Representative (if applicable).

Application Representative's Contact Information

- It is the Application Representative's responsibility to notify us of any changes to their contact information (i.e. mailing address, email address, phone number).
- Failure to provide updated contact information may result in the removal of the military banner if we are unable to contact the Application Representative or the Honoree.



City of Montclair
Human Services Department
5111 Benito Street, Montclair, CA 91763
Recreation Center: (909)625-9479

2026-2027 Military Banner Application

Active Duty

☐ New Application ☐ Returning Application

ACTIVE DUTY HONOREE'S INFORMATION

PROOF OF ACTIVE DUTY MILITARY STATUS MUST BE SUBMITTED WITH THIS APPLICATION DUE BY THURSDAY, NOVEMBER 12, 2026.

First Name: _____ Last Name: _____ Middle Name/Initial (optional): _____

Please print/type the name of the active duty honoree as it should appear on the banner.

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Military Branch (choose one): ☐ Air Force ☐ Army ☐ Coast Guard ☐ Marine Corps ☐ Navy ☐ Space Force

PROOF OF MONTCLAIR RESIDENCY

Is the honoree a Montclair Resident?

☐ Yes, how many years have they been a resident? _____ year(s) (Please provide copy of Driver's License or California Photo I.D.)

☐ No, the Active Duty Honoree must have graduated from Montclair High School. (Please provide copy of diploma)

Please provide a copy of an Honoree's Valid Military I.D or copy of single record request. Provide one copy to Jordi Ubaldo, jubaldo@montclairca.gov or by appointment calling (909) 625-9489.

APPLICATION REPRESENTATIVE'S INFORMATION

The authorized Application Representative will be the primary contact for the Active Duty Military Banner Program. The Application Representative, if not the same person as the listed Honoree, must receive permission from the Honoree to have a banner installed in public with Honoree's name and military branch. The Application Representative must be able to submit proof of the Honoree's active duty status as well as the Honoree's Montclair High School Diploma OR proof of the Honoree's Montclair residency. The City of Montclair may also present the Application Representative with the Honoree's retired Military Banner when they are no longer a current member of the U.S. Armed Forces or if the Application Representative fails to provide updated proof of the Honoree's active duty status.

Relationship to Military Banner Honoree: _____

First Name: _____ Last Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

TERMS AND CONDITIONS AGREEMENT

I, _____, certify and agree to the terms outlined in the City of Montclair's Active Duty Military Banner Program Policy. I also certify that the Military Banner Honoree listed in this application is an active duty member of the United States Armed Forces and I agree to submit (1) Proof of Active Duty Status along with (2) Proof of Montclair Residency OR Proof of a Montclair High School Diploma at the time I submit this application (new applications only). I acknowledge that falsified information and/or failure to submit the requested documentation will result in the disqualification of this application from the City of Montclair's Military Banner Program. I also acknowledge that submitting this application along with the requested documentation does not guarantee the production of a Military Banner. Furthermore, I certify that I am the listed Honoree or I have permission from the listed Honoree to have a banner installed in public with their name and military branch.

Signature: _____ Date: _____