



Communicating with Elected Officials

Tips on Contacting Your Elected Representatives

Federal: To call your senators and representatives, you may always call the U.S. Capitol Switchboard at (202) 224-3121 and ask for your senators' and/or representative's offices. See the next page for links to find more contact information and record it for future use.

State: To find your state senator or assembly member, visit findyourrep.legislature.ca.gov to search by address or zip code (right column) and record that information as well.

Remember that telephone calls are usually taken by a staff member, not the legislator. Ask to speak with the aide who handles the issue about which you wish to comment. After identifying yourself, tell the aide you would like to leave a brief message, such as: "Please tell Senator/Representative/Assembly Member (Name) that I support/oppose (Bill number)." You may also want to very briefly state reasons for your support or opposition to the bill, but this is not necessary. Generally, they will just want your name and ZIP code. Ask for your senators' or representative's position on the bill. You may also request a written response to your telephone call.

Writing Your Legislators

Phone calls are the most popular and expeditious forms of communication. Calling your legislator is easy. Further, high volumes of calls receive considerable attention. Generally, you only need to state your name, ZIP code and the position you would wish the legislator to take on a bill or issue. If you are unable to make calls, e-mail and contact forms available through the legislator's website may also be used.

If you wish to write a letter, it is important to use a contact form on the legislator's website rather than mail it, particularly if you are addressing members of Congress. Letters from organizations on official letterhead get the most attention. Consider delivering personal letters directly to the legislator's district office – going with several others will make an even greater statement. If you write a letter, this list of helpful suggestions will improve the effectiveness of the communication. The same applies to online contact forms:

1. Your purpose for writing should be stated in the first paragraph of the letter. If your letter pertains to a specific piece of legislation, identify it accordingly, e.g., Federal: H.R. __, S. __; State: AB __ SB __.
2. Be courteous, to the point, and include key information, using examples to support your position.
3. Address only one issue in each letter; and, if possible, keep the letter to one page.
4. Ask for a response, including his/her view on the issue and how he/she intends to vote.
5. Thank the legislator for considering your views.

Addressing Correspondence (the links on the next page will take you to the legislator's website which will provide the appropriate mailing address and phone numbers):

To a U.S. Senator:

The Honorable (full name)
United States Senate
Washington, D.C. 20510
Dear Senator _____:

To a U.S. Representative:

The Honorable (full name)
United States House of Representatives
Washington, D.C. 20515
Dear Representative _____:

To a State Senator:

The Honorable (full name)
State Capitol
Sacramento, CA 95814
Dear Senator _____:

To an Assembly Member:

The Honorable (full name)
State Capitol
Sacramento, CA 95814
Dear Assembly Member _____:

My Government Contacts

FEDERAL

President

Joe Biden (D)
The White House
1600 Pennsylvania Avenue NW
Washington, DC 20500

Comments: (202) 456-1111
Switchboard: (202) 456-1414
FAX: (202) 456-2461

Online comment form:

www.whitehouse.gov/contact

U.S. Senators

Sen. Alex Padilla (D)
Phone (202) 224-3553
Fax (202) 224-2200
Or e-mail through the “contact” link on his
website: padilla.senate.gov

Sen. Laphonza Butler (D)
Phone (202) 224-3841
Fax (202) 228-3954
Or e-mail through her website: butler.senate.gov

You may also call district offices within California
listed on their websites.

U.S. Representative

Find your representative by visiting
www.house.gov and search by ZIP code (upper
right). Click on your representative’s name and
then send your e-mail message through the
“contact” link on his or her website.

STATE

To find your state assembly member and senator,
visit: findyourrep.legislature.ca.gov

Enter your street address and click the “locate”
button to find your legislators in Sacramento.

You might wish to bookmark their websites for
future reference and communication.

Use the space below to note your specific legislators:

My U.S. Representative

Phone: _____

My State Senator

Phone: _____

My Assembly Member

Phone: _____

OTHER OFFICIALS

My County Supervisor

Phone: _____

My Mayor

Phone: _____

My City Councilmember

Phone: _____