



**IN ORDER TO BE CONSIDERED FOR A NOMINATION,**  
**YOU SHOULD TAKE THE FOLLOW STEPS:**

1. Complete and return the Request for Congressional Nomination application form with a photograph of yourself (4 x 6).
2. Complete the Extracurricular Information form. Have it certified by a school counselor and return it with your nomination packet to Congressman Thompson's Santa Rosa District Office. Please make sure this form is signed by your counselor.
3. Provide a letter addressed to Congressman Thompson identifying the academy of your choice, explaining your reasons for seeking a nomination, and outlining your career objectives and a brief one to two paragraph biography about yourself.
4. Ask three adults, i.e., a teacher, principal, counselor, coach, priest, minister, rabbi, or other community leader to complete and return the enclosed evaluation forms to you in a sealed envelope. Those evaluation forms must be mailed to our office by the nomination due date. Please make sure that all evaluation forms are signed by those who complete them.
5. Ask your high school to provide you with an official transcript in a sealed envelope and return it with your nomination packet to Congressman Thompson's Santa Rosa District Office.
6. Your nomination packet is due by COB on Monday, October 2, 2023. Mail the entire packet to Congressman Thompson's Santa Rosa District Office, 2300 County Center Drive, Suite A100, Santa Rosa, CA 95403. If hand delivering your packet, call (707) 542-7182 to make an appointment to drop off your nomination packet during business hours Monday – Friday. All nomination packets will be reviewed, and candidates will be notified via email by October 9<sup>th</sup>, to inform them that the packet has been received and if it is complete.
7. Notify the academies directly of your interest. Complete your application with the academies before your interview.
8. Complete a Service Academy Medical Examination and Physical Aptitude Examination. You will be notified directly by the service academies as to when and where to report for these examinations.
9. Arrange for either your SAT or ACT scores to be sent to Congressman Thompson's Santa Rosa District Office. Our SAT code number is 4164 and our ACT code number is 7244. You can take these tests as many times as you want.

10. Participate in a panel interview with Congressman Thompson's nominating board at a date to be scheduled between late October and late November in Congressman Thompson's Napa District Office.
11. If you are open to nominations to other branches of service, Open files with those branches within 7 days of your in-person interview.

**Only candidates who are minimally qualified academically will be interviewed.**

**This office must receive your completed nomination paperwork by Monday, October 2, 2023.**

**Please note, the service academies have different deadlines than our nomination process. All our nominations will be submitted to the service academies by the middle of December.**

For further information contact Katarina Giudice at [Katarina.Giudice@mail.house.gov](mailto:Katarina.Giudice@mail.house.gov)  
or call (707) 542-7182.