Minnesota Department of [Name]

# CERTIFICATE OF [MAILING THE REQUEST FOR COMMENTS] [MAILING THE NOTICE OF INTENT TO REPEAL OBSOLETE RULES] [GIVING [ADDITIONAL] NOTICE UNDER THE [ADDITIONAL] [NOTICE PLAN] [CONSULTING WITH COMMISSIONER OF MANAGEMENT AND BUDGET IN COMPLIANCE WITH MINNESOTA STATUTES, SECTION 14.131] [COMPLIANCE WITH (XX)]

## Proposed Rules Governing [Topic], Minnesota Rules, [citation]

I certify that on [Month] [Date], [Year], at [City], [County] County, Minnesota, I [state what you did, for example:]

* mailed the [Request for Comments] [Notice of Intent to Repeal Obsolete Rules] to persons on the Department’s rulemaking mailing list established by Minnesota Statutes, section 14.14, subdivision 1a.
* gave notice according to the [Additional] Notice Plan approved by the Office of Administrative Hearings on [date]. Specifically, I [give details of what you did to meet the components of the [Additional] Notice Plan]. [Put this in bullet points or 1,2,3 format so that it will work as a checklist for you and OAH.]
* consulted with the Commissioner of Minnesota Management and Budget in compliance with Minnesota Statutes, section 14.131, by mailing a letter with these enclosures:
1. The Governor’s Office Proposed Rule and SONAR Form.
2. The [date] Revisor’s draft of the proposed rule.
3. The [date] draft of the SONAR.
* complied with [XX].
* I accomplished this mailing by [depositing a copy in the] [State of Minnesota’s central mail system for] [United States mail with postage prepaid to all persons and associations on the list.] [sending an electronic copy via email] to all persons and associations on the list.
* Copies of both the [document] and the mailing list[s] are attached to this Certificate.
* Submitted a Notice to the [trade or professional association newsletter][general circulation newspaper].
* Copies of the submission and of the Notice as published are attached to this

Certificate.

[Name]

[Title]

[For the certificate author: If you are sending these documents electronically only, you will want to adapt this certificate accordingly. Also, do not use returns to add spacing between paragraphs; use the Normal styles (above) or the paragraph tool. Do not forget to delete this information.]