**Minnesota Department of [Name]**

# CERTIFICATE OF SENDING THE NOTICE AND THE STATEMENT OF NEED AND REASONABLENESS TO LEGISLATORS AND THE LEGISLATIVE COORDINATING COMMISSION

## Proposed Rules Governing [Topic], Minnesota Rules, [citation] Revisor’s ID Number [number]

I certify that on [Month] [Date], [Year], when the Department mailed Notice of Intent to Adopt Rules under Minnesota Statutes, section 14.14 or 14.22, I sent a copy of the Notice and the Statement of Need and Reasonableness to certain Legislators and the Legislative Coordinating Commission by either depositing them in the [{State of Minnesota’s central mail system for} United States mail with postage prepaid]/[interoffice mail of the State of Minnesota] or by sending an electronic copy via email. I mailed these documents to comply with Minnesota Statutes, section 14.116. A copy of the cover letter is attached to this Certificate. [Your cover letter should list the Legislators contacted but if it does not, attach a list of the Legislators to the copy.]

[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.]