[Customize this certificate to meet your needs. If you are sending these documents electronically only, you will want to adapt this certificate accordingly.]

# Certificate of [What You Did]

[Examples:]

* Mailing the Request for Comments
* Mailing the Notice of Intent to Repeal Obsolete Rules
* Giving [Additional] Notice [Under the Additional Notice Plan]
* Consulting with the Commissioner of Management and Budget in Compliance with Minnesota Statutes, section 14.131
* Compliance with [XX]]

**Minnesota [Agency Name]**

**Division of [Name, or Unit, Bureau, etc.] [Optional]**

**Proposed Rules Relating to [Topic], Minnesota Rules, [citation]**

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

[Examples:

* 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:
	+ The Governor’s Office Proposed Rule and SONAR Form.
	+ The [date] Revisor’s draft of the proposed rule.
	+ The [date] draft of the SONAR.
* complied with [XX].]

I accomplished this by [state what you did].

* 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.]
* submitting 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]