**[Revised in 2018] Minnesota Department of [Name]**

**NOTICE OF FILING RULES WITH THE SECRETARY OF STATE**

**Adopted [Amendment to] [Repeal of] Rules Governing [Topic], Minnesota Rules, [citation]; Revisor’s ID Number [number] OAH docket number [number]**

**TO: ALL INTERESTED PERSONS**

As you requested under Minnesota Statutes, section 14.16, subdivision 1:

On [HearingDate], at the hearing for the [topic] rules, you requested that the Department inform you when it adopts the rules and files them with the Secretary of State. This letter is to inform you that the Commissioner of [Name] signed the Order Adopting Rules on [AdoptDate]. The Office of Administrative Hearings is filing the rules with the Secretary of State today, [FileDate].

Please note that there are still several steps that must take place before the rules become effective:

1. The Secretary of State will send a copy of the adopted rules to the Revisor of Statutes and to the Governor.

2. The Revisor of Statutes will prepare an official Notice of Adoption and send this Notice to the Department of [Name].

3. The Governor may veto the rules. The Governor must do so within 14 days of receiving it from the Secretary of State and must publish notice of the veto in the State Register.

4. If the Governor does not veto the rules, the Department will arrange to publish the Notice of Adoption in the State Register. The Notice of Adoption will appear in the State Register approximately two weeks after the Department submits it.

5. The rules become effective five working days after the State Register publishes it.

The remaining steps will take approximately three to five weeks to complete. If you have any questions, contact [Name] at [Address] and by phone at [(XXX) XXX-XXXX] or by email at [email address].

[Name]

[Title]

Date: [date] [Make sure this date is the same as the “FileDate” above.]