

APPENDIX

The following Appendix page was filed with a Notice of Proposed Rule Making pertaining to Guidance Documents, I.D. No. DOS-13-05-00009-P published in this issue of the *State Register*.

GUIDANCE DOCUMENTS CERTIFICATION BY AGENCY HEAD

(SAPA §202-e)

- Not less than once each year, every agency shall submit to the Secretary of State for publication in the *State Register* a list of all Guidance Documents on which the agency currently relies [SAPA § 202-e(1)].
- An agency may be exempted from compliance with the requirements of SAPA section 202-e(1) if the agency has published on its website the full text of all Guidance Documents on which it currently relies [SAPA § 202-e(2)].

INSTRUCTIONS: Please read before preparing the Certification.

The Certification must be typed in scannable format as described in the Department of State's procedure manual, *Rule Making in New York*.

Hand deliver/mail the original and one copy of the Certification to: Department of State, Division of Administrative Rules, 41 State Street, Suite 330, Albany, NY 12231-0001.

CERTIFICATION BY AGENCY HEAD

I hereby certify:

(Select and complete only one box)

A The _____ currently relies on the following Guidance Documents (List each guidance Document on which the agency currently relies):
(Agency Name)

Regulated parties and members of the public may inspect and obtain copies of any such document by contacting:

(Name) _____

(Address) _____

(Telephone) _____

(E-mail) _____

B The _____ has published the full text of all guidance documents on which said agency currently relies at the following website (List website address where Guidance Documents on which the agency currently relies appear.)
(Agency Name)

C The agency seeks a one-year exemption from guidance document publication requirements. The _____ does not currently rely on any Guidance Documents as that term is defined in § 102(14) of SAPA.
(Agency Name)

Signature of Agency Head _____

Name of Agency Head (Typed) _____

Title _____

Agency _____

Date _____