

STATE OF NEW HAMPSHIRE



OFFICE OF LEGISLATIVE SERVICES

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NOTICE

June 23, 2025

ELECTRONIC FILING THROUGH AGENCY PORTAL: ALL AGENCIES

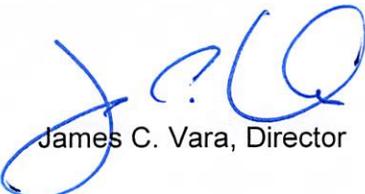
Effective August 4, 2025, pursuant to the authority granted in RSA 541-A:1, VI, to prescribe the terms and format of filing under RSA 541-A, the Division of Administrative Rules will require agencies to file documents under the following conditions:

- (1) Agencies must submit all rulemaking filings through the Administrative Rules Agency Portal (Agency Portal), available at: Administrative Rules. Required documents, such as the Rulemaking Notice Form, will be available only through the Agency Portal;
- (2) Prior to use of the Agency Portal, agency staff must contact the Division of Administrative Rules through the email address AdminRules@gc.nh.gov and provide the names of agency personnel authorized to file on behalf of the agency. The Division will then create a username and password for the individual or individuals identified (please note, only those individuals filing rules will need a username and password);
- (3) An agency should notify the Division of Administrative Rules if there is any issue preventing filing through use of the Agency Portal.

Prior to August 4, administrative staff with the Division of Administrative Rules will work with identified individuals within agencies to ensure a smooth transition from the old filing system to the new. Agency staff will have access to the Agency Portal as soon as they receive a username and password but may not submit filings through the Agency Portal prior to August 4.

The Division of Administrative Rules is actively working to update the *Drafting and Procedural Manual for Administrative Rules* (Manual). Until the Manual is updated, the requirement to use the Agency Portal will replace and supersede Section 1.10 and Part 8 of the Manual, to the extent they are inconsistent.

If you have any questions or concerns, please contact the Division of Administrative Rules at 271-3680 or at AdminRules@gc.nh.gov.


James C. Vara, Director