

Division of Administrative Rules–Office of Legislative Services–Guidance Document – 9/26
WHAT TO FILE

Initial Proposal

Rulemaking Stage	Documents	Formats
Initial Proposal	Rulemaking Notice Form and Fiscal Impact Statement	Agency Portal
	Proposed Rule Text, annotated, and Appendices	Word
	Agency Forms	Word/PDF

Final Proposal

Rulemaking Stage	Documents	Formats
Final Proposal	Cover Sheet for Final Proposal	Agency Portal
	Cover Letter SIGNED by Rulemaker	PDF
	Final Proposal—Fixed Text and Appendices	Word
	Final Proposal—Annotated Text* and Appendices	Word
	Summary of Public Comment	Word or PDF
	Incorporation by Reference Statement(s)*	PDF
	Agency Form(s)*	Word or PDF
	Amended Fiscal Impact Statement*	Word or PDF
	Report of Expired Rules*	Word or PDF

Interim Rule

Rulemaking Stage	Documents	Formats
Proposed Interim Rule	Interim Rulemaking Notice and Coversheet Form SIGNED by Rulemaker	Agency Portal
	Fiscal Impact statement*	Word
	Proposed Interim Rule Text, annotated*, and Appendices	Word
	Agency Form(s)*	Word or PDF
	Newspaper Notice*	Word or PDF

Conditional Approval Request

Rulemaking Stage	Documents	Formats
Conditional Approval Request	Cover Sheet for Request/Response	Agency Portal
	Cover Letter	PDF
	Rule Text, annotated	Word

Emergency Rule

Rulemaking Stage	Documents	Formats
Adopted Emergency Rule	Cover Sheet for Emergency Rule SIGNED by Rulemaker	Agency Portal
	Adopted Rule Text	Word or PDF
	Agency Forms*	Word or PDF

* if applicable

This document is for facilitating easier promulgation of rules and is not meant to circumvent RSA 541-A or the *New Hampshire Drafting and Procedural Manual*. All questions can be directed to OLS staff at 603-271-3680 or adminrules@gc.nh.gov.