



Department of Commerce
160 East 300 South, Box 146701
Salt Lake City, UT 84114-6701

CERTIFICATION REGARDING TRANSCRIPT

I, _____ (*name of person requesting review*) certify that I have obtained a copy of the hearing record from the Division of _____ (*name of Division*), and that I ordered a transcript of this record from _____ (*name of business completing the transcript*) on the _____ day of _____, 20___. (Note: Pursuant to Utah Admin. Code Subsection R151-4-902(5) you must serve a copy of the request for agency review and other relevant documents such as this Certification Regarding Transcript form to the Division whose decision you are challenging and/or to the Division's counsel.)

Therefore, I expect to file the completed transcript with the Department of Commerce on _____ day of _____, 20__.

I understand that I have fifteen (15) days after filing the transcript with the Department to file a memorandum in support of my request for agency review, and if the Division files a response, I may file a reply memorandum no later than ten (10) days after the service of the response. I also understand that the Executive Director might not consider any untimely filed memoranda.

Signature of Person Requesting Agency Review

Date