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CERTIFICATION REGARDING TRANSCRIPT

Revised April 2026

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(6), 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 or to the Division's counsel.)

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

I understand that I have 15 days after filing the transcript with the Commissioner to file a memorandum in support of my request for agency review. If the Division files a response, I may file a reply memorandum no later than 10 days after the service of the response. I also understand that the Commissioner might not consider any untimely filed memoranda.

Signature of Person Requesting Agency Review

Date