



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\_\_.

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 five (5) days after the filing date of the Division's response. I also understand that the Executive Director might not consider any untimely filed memoranda.

\_\_\_\_\_  
Signature of Person Requesting Agency Review

\_\_\_\_\_  
Date