Additional pre-filing checklists are available on the KAR FAQs page at https://legislature.ky.gov/Law/kar/Pages/KarFaqs.aspx, under Promulgating Agency: Filing Information.

(Amendment – New Administrative Regulation – Repealer)

☐	**Typed, white paper, 8-1/2 in x 11 in**	
☐	**2-inch top margin**	- Required on 1st page - Recommended remaining margin settings are 1 inch
☐	**12 pt font, double spaced through body of regulation**	Public Hearing and Public Comment Period info, RIA, Fiscal Impact Statement, Federal Mandate, and Summary of MIR may be single spaced
☐	**CABINET** **Department** **Division**	- As applicable - Each on subsequent lines
☐	**Reg Type** in parentheses	No bold or italics in these type of regs
	(Amendment)	Contains <u>at least one</u> of the following changes: ☐ **Insertions**: underlined (goes in front of deleted material) ☐ **Deletions**: surrounded by brackets and strikethrough applied
	(New Administrative Regulation) - OR - (Repealer)	No underlining or brackets and strikethrough
☐	**Reg # and title of regulation**	Prefer both reg number and title followed by periods
☐	**RELATES TO, STATUTORY AUTHORITY, NFC Paragraphs**	If a change is made, it is shown using the underline and bracket-strikethrough method
☐	**Line numbers on reg starting with the Cabinet information, each page starts with Line 1**	Prefer no line # on Signature Page, Public Hearing and Public Comment Period info, RIA, or other forms
☐	**Page numbers on regulation and required forms**	- Numbers are sequential - Located at bottom center of each page
☐	**Body of Reg – Content** *Obtain previous Word version from LRC Web site, agency's version will not contain any Compiler clean-ups.* ___ Definitions (if applicable) - 1st section of reg AND in alphabetical order ___ Material Incorporated by Reference (MIR) (if applicable) - listed in last section of reg (Newer provision requires a web address of where to find MIR online – either agency's site or 3rd party site.) ☐ For an **(Amendment)** If a change is marked on MIR section of the reg: have MIR Summary & MIR summary of changes on back of reg (with sequential page number(s)) AND file clean and dirty material ☐ For a **(New Administrative Regulation)** If MIR section: have MIR Summary on back of reg (with sequential page number) AND file new material	
☐	**Signature** and **Approval date**	- Name and title of person typed under each signature line - If one person signed for another, both names/titles to be listed on page - TIP: If signed in blue, the original is easier to spot
☐	**Public Hearing and Public Comment Period info** ___ **Hearing:** btwn 21st - last workday of month following the month of publication; notice due 5 workdays before, specific date not required ___ **Written Comments accepted:** through the last day of the month (11:59 p.m.) **Contact person:** Name, position, full address, phone number, fax number, and email	
☐	**Regulatory Impact Analysis and Tiering Statement**	- Reg #, Contact person's name, phone, and email address - Contains all 9 questions - #9 requires an explanatory response (more than yes or no)
☐	**Federal Mandate**	- Include only if applicable (usually if there is a C.F.R. or U.S.C. citation in STATUTORY AUTHORITY line) - Reg #, Contact person's name, phone, and email address
☐	**Fiscal Impact Statement**	- Reg #, Contact person's name, phone, and email address
☐	**Summary of Material Incorporated by Reference**	- Include only if applicable - If existing MIR is amended, include a detailed list of changes

<u>MATERIAL INCORPORATED BY REFERENCE or "MIR"</u>

☐	**IF** MIR is changing, an edition date change in the last section of the reg is required
☐	**Filing MIR - On Paper** ☐ 4 pages or less, single-sided, 8-1/2 in x 11 in, and white paper: attach to <u>each copy</u> of reg ☐ 5+ pages, double-sided, color paper, OR odd size: <u>one</u> copy in binder. Include following info information of the front of the binder and the 1st page: Reg number, date filed, list of each item included **Filing MIR - On CD/DVD** ☐ <u>One</u> copy with the following required information on the case and the disc: Reg number, date filed, list of each item included