

**286—12.1 (17A,256) Petition for rule making.** A petition requesting the adoption, amendment, or repeal of a rule shall be filed with the division of libraries and information services, at the State Library, Ola Babcock Miller Building, 1112 E. Grand Avenue, Des Moines, Iowa 50319. A petition is deemed filed when it is received by the division. The division shall provide the petitioner with a file-stamped copy of the petition if the petitioner provides the division an extra copy for this purpose.

**12.1(1)** The petition must be typewritten or legibly handwritten in ink and must substantially conform to the following form:

---

DIVISION OF LIBRARIES AND INFORMATION SERVICES

---

Petition by (Name of Petitioner)  
for the Adoption/Amendment/Repeal of  
(Cite rule involved).



PETITION FOR  
RULE MAKING

---

**12.1(2)** The petition must provide the following information:

1. A clear and concise statement of all relevant facts on which the petition is based.
2. The precise citation to the present rule if the petition is for the amendment or repeal of the same.
3. A citation and the relevant language of the specific statutes, rules, policies, decisions, or orders, and any other relevant law.
4. A summary of the reasons for requesting the adoption, amendment or repeal of a rule.
5. Full disclosure of the petitioner’s interest in the outcome of the petition.
6. A statement indicating whether the petitioner is currently a party to another proceeding involving the issue(s) raised by the petition and whether, to the petitioner’s knowledge, that issue(s) has been decided by, is pending determination by, or is under investigation by, any other governmental entity.
7. The names and addresses of other persons, or a description of any class of persons, known by petitioner to be affected by, or interested in, the issue(s) presented in the petition.

**12.1(3)** The petition must be dated and signed by the petitioner or the petitioner’s representative. It must also include the name, mailing address, and telephone number of the petitioner and petitioner’s representative and a statement indicating the person to whom communications concerning the petition should be directed.