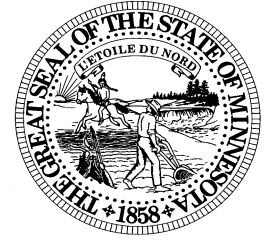


# Office of the Minnesota Secretary of State

## Legal Newspaper Status Application

*Minnesota Statutes, Chapter 331A.02*



**Must be filed between September 1 and December 31, each year**

**Filing Fee: \$25.00**

**Please read the instructions before completing this form.**

1. Current Name and Known Office of Issue Address of Newspaper:

2. **IF CHANGED**, list the new name and/or address of known office of issue:

Name of Newspaper: \_\_\_\_\_

Street Address: \_\_\_\_\_

(Must be a complete street address or rural route and rural route box number)

City: \_\_\_\_\_ State: MN Zip Code: \_\_\_\_\_

3. **County of Known Office of Issue:** (Required) \_\_\_\_\_

4. **Legal Newspaper Phone Number:** (Required) \_\_\_\_\_

(Area Code) Phone Number

5. **Name and daytime phone number of contact person:**

\_\_\_\_\_

Contact Name

\_\_\_\_\_

Daytime Phone Number

6. **Email Address for Official Notices**

Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

E-Mail Address: \_\_\_\_\_

7. **This legal newspaper certifies that it has complied with all of the requirements of Minnesota Statutes, section 331A.02.**

8. I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

\_\_\_\_\_

**Signature of Authorized Representative** (Required)

\_\_\_\_\_

Date

## INSTRUCTIONS

This registration is filed by Legal Newspapers to qualify for legal newspaper status. This registration must be filed between September 1 and December 31 of each year if you wish to qualify for legal newspaper status for an entire calendar year. Applications received in our office after January 1, are effective from the date when they are filed and processed by this office.

Retain the original signed copy of this document for your records and submit a legible photocopy for filing with the Secretary of State.

1. Verify the newspaper name and known office of issue address listed is correct.
2. If this information has changed, list the change of name and/or address of the newspaper's known office of issue. The known office of issue is the principle office maintained by the publisher or managing officer during the newspaper's regular business hours to gather news and sell advertisements and subscriptions, whether or not printing or any other operations of the newspaper are conducted at or from the office, and devoted primarily to business related to the newspaper.
3. List the name of the county in which the known office of issue is located.
4. List the phone number for the legal newspaper. Note: This phone number is provided to the public.
5. List the name and daytime phone number of a person who can be contacted about this form.
6. List the Email Address for Official Notices. This email address may be used to send annual renewal reminders and other important notices that may require action or response.
7. The application must be signed by a person authorized to act on behalf of the newspaper or by an authorized agent (The signing party must indicate on the document that they are acting as the agent of the person(s) whose signature would be required and that they have been authorized to sign on behalf of that person(s).)

**Filing Fee: \$25.00 Payable to the MN Secretary of State**

**FILE IN-PERSON OR MAIL TO:**

Minnesota Secretary of State - Business Services  
First National Bank Building  
332 Minnesota Street, Suite N201  
Saint Paul, MN 55101

(Staffed 8:00 - 4:00, Monday - Friday, excluding holidays)

If you have any further questions about filing this application for legal newspaper status, please contact us between 9:00 am to 4:00 pm, Monday through Friday at (651)296-2803 or toll free at 1-877-551-6767.

All of the information on this form is public. Minnesota law requires certain information to be provided for this type of filing. If that information is not included, your document may be returned unfiled. This document can be made available in alternative formats, such as large print, Braille or audio tape, by calling (651)296-2803/voice. For a TTY/TTD (deaf and hard of hearing) communication, contact the Minnesota Relay Service at 1-800-627-3529 and ask them to place a call to (651)296-2803. The Secretary of State's Office does not discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, religion, reliance on public assistance or political opinions or affiliations in employment or the provision of service.