



VARIANCE REQUEST FOR DEPUTY REGISTRAR OFFICE CLOSURE

Minnesota Rule 7406.0500, Subpart 2a and 2b

Deputy Registrar Name	Deputy Registrar Signature	Date
_____	_____	_____
Deputy Number	DL Station Number	Location (City)
_____	_____	_____

Closure for One-Day or Due to an Emergency (Subpart 2b)

- The deputy registrar by email or calling Deputy Procedures, at the earliest opportunity.
- If the variance for closure is granted, public notice must be posted as soon as possible. This notice must contain the date(s) and times of the closure and, if an emergency situation for more than one day, the location and address of the nearest deputy for alternative service.

Closure for Two or More Days (Subpart 2a)

This form must be completed and submitted at the earliest opportunity. If the closure request is granted, public notice must be posted in a conspicuous place inside and outside your office. This notice must contain the dates and times of closure, and the location and address of the nearest deputy office for alternative service.

In addition:

- For four days or less - notice must be posted for up to two weeks prior to closure.
- For five days or more - notice must be posted in the office and published in a newspaper or on a radio station in the county or city where the office is located, at least two weeks prior to closure (unless a shorter time is approved by the registrar).

Complete the following information and submit the request to the address listed below:

Dates of Closure	Reason for Closure
_____	_____
Number of Closures in Current Year	Estimated Number of Applications During Closure
_____	_____
Can the Office Remain Open with Current, Additional, or Temporary Staff?	

The registrar shall review the information submitted with the variance request and grant or deny the variance within two business days after receipt of the request.

Deputy Registrar Section
 Attn: Jason Ashby and Rachael Larson
 445 Minnesota St., Ste. 185
 St. Paul, MN 55101-5185
 Fax: (651) 797-1213