**TITLE [*insert title number*] – DEPARTMENT OF [*insert department name*]**

**Division [*insert division number*] – [*insert division name*]**

**Chapter [*insert chapter number*] – [*insert chapter name*]**

**NON-SUBSTANTIVE CHANGE REQUEST**

The [*insert name of division or entity requesting the change*] requests that the secretary of state make a non-substantive change to the following rule(s) in accordance with the provision of section 536.032, RSMo. [*set out details of the non-substantive change being requested, such as street address change, web address change, name of department/division change, or phone number change, stating what exists now and what change needs to be made*].

[*list the rule numbers and headings where change is being requested*]

This change will appear in the [*insert the month that corresponds to the publication of the change request in the* ***Missouri Register***] update to the *Code of State Regulations*.