

AGENCY FISCAL NOTE PRIMARY RECIPIENT

To initiate the fiscal notes process for the 2019 Legislative Assembly, it is necessary to establish a mailing list for agency contacts. **It is important that each agency have a primary recipient of fiscal note requests.** That person will be responsible for frequently checking for incoming fiscal note requests and routing them to the appropriate staff for completion. Please review the agency contact list from last session and provide the following information for any new or updated fiscal note contacts for your agency:

Agency _____

Primary recipient _____

*Primary recipient User ID/Login ID _____
(NDGOV User ID or North Dakota Login ID)

Primary recipient telephone number _____

Primary recipient email address _____

Mailing address _____

Secondary recipient _____

*Secondary recipient User ID/Login ID _____
(NDGOV User ID or North Dakota Login ID)

Secondary recipient telephone number _____

Secondary recipient email address _____

Mailing address _____

Editor (cannot submit) _____

*Editor User ID/Login ID _____
(NDGOV User ID or North Dakota Login ID)

Editor telephone number _____

Editor email address _____

Mailing address _____

Thank you for your assistance. Please return the above information by **Friday, November 16, 2018**, to:

Ms. Melissa Ingram
Legislative Council
600 East Boulevard Avenue
Bismarck, ND 58505
701-328-2916
maingram@nd.gov

***If the primary or secondary recipient does not have a NDGOV User ID (see below), you will need to create a North Dakota Login ID by going to the following website:**

<https://secure.apps.state.nd.us/itd/ldap/registration.htm>

NOTE: If your email address is not an xxxxxxxx@nd.gov email address, you will need to create a North Dakota Login ID for each individual user to access the new Fiscal Notes web application.