

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA HOUSING COMMISSION

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

The subject of this Substantive Policy Statement is the overall guidance of the Arizona Housing Commission and its activities. This is the first Substantive Policy Statement of the Arizona Housing Commission. It is known by the Arizona Housing Commission as: "AHC Substantive Policy Statement No. 1."

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issued and effective: December 6, 2002

3. Summary of the contents of the substantive policy statement:

The Statement is ten pages in length as follows:

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Arizona Housing Commission	page 1
B. Authority and Responsibility	page 1
A.R.S. §§ 41-3954 and 41-1505.11	page 1
C. Vision, Mission, and Objectives	page 1
1. Vision	page 1
2. Mission	page 1
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D. Operating Structure	page 2
1. Membership	page 2
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Notices of Substantive Policy Statements

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This is a new Substantive Policy Statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Dan Bergin
Address: Administrative Law Section
Office of the Arizona Attorney General
1275 W. Washington
Phoenix, AZ 85007

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Requests for copies of AHC Substantive Policy Statement No. 1 should be submitted to the following:

Chairperson
Arizona Housing Commission
c/o The Arizona Department of Housing
1700 W. Washington, Suite 210
Phoenix, AZ 85007

The costs for obtaining paper copies of AHC Substantive Policy Statement No. 1 or any portions thereof are 25¢ per page plus the costs of mailing or other delivery (if requested).

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF INSURANCE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

AIDS/HIV Testing and Consent Form; Release of Related Information (Regulatory Bulletin 2003-05)

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

May 13, 2003

3. Summary of the contents of the substantive policy statement:

This Bulletin provides a revised model HIV test consent form that conforms to the requirements of A.A.C. R20-6-1203. This Bulletin repeals and replaces Circular Letter 90-4A, issued on September 5, 1990.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This is a new statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Vista Thompson Brown
Address: Arizona Department of Insurance
2910 N. 44th Street, 2nd Floor
Phoenix, AZ 85018
Telephone: (602) 912-8456
Fax: (602) 912-8452

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy may be obtained from the internet at www.id.state.az.us or from the person listed in item #5 for 25¢ per page.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF INSURANCE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Licensure as Title Insurance Agent and as Escrow Agent (Regulatory Bulletin 2003-06)

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

June 9, 2003

3. Summary of the contents of the substantive policy statement:

This Bulletin addresses the Department's concerns regarding licensed title insurance agents engaging in unlicensed escrow activity. The Bulletin explains that escrow agents in this state are licensed and are regulated by the State Banking Department.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This is a new statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Vista Thompson Brown
Address: Arizona Department of Insurance
2910 N. 44th Street, 2nd Floor
Phoenix, AZ 85018
Telephone: (602) 912-8456
Fax: (602) 912-8452

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy may be obtained from the internet at www.id.state.az.us or from the person listed in item #5 for 25¢ per page.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF INSURANCE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

A.R.S. § 20-443(A)(6) – Prohibition Against Referring to the Arizona Insurance Guaranty Funds in Connection with the Sale of Insurance Policies (Regulatory Bulletin 2003-07)

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

June 9, 2003

3. Summary of the contents of the substantive policy statement:

The purpose of this Bulletin is to remind insurers and insurance producers that the practice of referring to the Arizona Insurance Guaranty Funds and the coverage provided by the Funds in connection with the sale or attempted sale of an insurance product is prohibited.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This is a new statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Vista Thompson Brown
Address: Arizona Department of Insurance
2910 N. 44th Street, 2nd Floor
Phoenix, AZ 85018

Notices of Substantive Policy Statements

Telephone: (602) 912-8456

Fax: (602) 912-8452

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy may be obtained from the internet at www.id.state.az.us or from the person listed in item #5 for 25¢ per page.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

CHECKS OR DRAFTS RETURNED TO THE DEPARTMENT BY A FINANCIAL INSTITUTION, Administration Section

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: September 30, 1995

Effective Date: September 30, 1995

Revision Date: October 26, 1998

Revision Date: June 13, 2003

3. Summary of the contents of the substantive policy statement:

To establish a procedure to ensure the cost of collecting "bad checks or drafts" is minimized thereby conserving money resources.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This substantive policy statement is a revised document.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Administration Division
800 W. Washington, 5th Floor
Phoenix, AZ 85007
542-9027

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 W. Washington, 5th Floor, Phoenix, AZ 85007.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

LOCKED DOOR PERMISSION PERTAINING TO A.R.S. § 4-228, Investigations Section

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: July 21, 1997

Effective Date: July 21, 1997

Revision Date: June 13, 2003

3. Summary of the contents of the substantive policy statement:

To review locked door applications and provide for disapproving conditions.

Notices of Substantive Policy Statements

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This substantive policy statement is a revised document.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Investigations Division
800 W. Washington, 5th Floor
Phoenix, AZ 85007
542-9041

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 W. Washington, 5th Floor, Phoenix, AZ 85007.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

DISPOSITION OF DELINQUENT TAX NOTICE PERTAINING TO A.R.S. § 4-210(A)(5), Compliance Section

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: November 1, 1996

Effective Date: November 1, 1996

Revision Date: June 13, 2003

3. Summary of the contents of the substantive policy statement:

The contents of this policy statement advise that the Department will prohibit the renewal of a license until such tax delinquency is satisfied.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This substantive policy statement is a revised document.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Compliance Division
800 W. Washington, 5th Floor
Phoenix, AZ 85007
542-9043

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 W. Washington, 5th Floor, Phoenix, AZ 85007.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

GUIDELINES FOR COMPLIANCE PENALTY STRUCTURE, Compliance Section

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: February 15, 2000

Effective Date: February 15, 2000

Notices of Substantive Policy Statements

Revision Date: November 7, 2000

Revision Date: June 13, 2003

3. Summary of the contents of the substantive policy statement:

To publicize the Guidelines for the Compliance Penalty Structure and to provide notification as to when deviations from the Guidelines may occur.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This substantive policy statement is a revised document.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Compliance Division
800 W. Washington, 5th Floor
Phoenix, AZ 85007
542-9043

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 W. Washington, 5th Floor, Phoenix, AZ 85007.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

LIQUOR LICENSE TRAINING: REQUIREMENTS AND COURSE OUTLINE FOR LICENSE APPLICANTS AND MANAGERS, Compliance Section

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: November 6, 1997

Effective Date: November 1997

Revision Date: May 27, 1999

Revision Date: February 1, 2002

Revision Date: June 13, 2003

3. Summary of the contents of the substantive policy statement:

The contents of this policy statement outline the requirements established by the Department for Liquor License training courses for applicants.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This substantive policy statement is a revised document.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Compliance Division
800 W. Washington, 5th Floor
Phoenix, AZ 85007
542-9043

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 W. Washington, 5th Floor, Phoenix, AZ 85007.

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF LIQUOR LICENSES AND CONTROL

- 1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
CERTIFIED TRAINER REQUIREMENTS, Compliance Section
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue Date: December 1, 2000
Effective Date: December 1, 2000
Revision Date: June 13, 2003
- 3. Summary of the contents of the substantive policy statement:**
The contents of this policy statement outline the requirements of the Department for establishing a minimum training level to be maintained by all certified trainers.
- 4. A statement as to whether the substantive policy statement is a new statement or a revision:**
This substantive policy statement is a revised document.
- 5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Compliance Division
800 W. Washington, 5th Floor
Phoenix, AZ 85007
542-9043
- 6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 W. Washington, 5th Floor, Phoenix, AZ 85007.

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF LIQUOR LICENSES AND CONTROL

- 1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
MAINTAINING FINANCIAL RECORDS FOR AUDIT REVIEW PERTAINING TO A.R.S. § 4-210(A)(7), Audit Section
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue Date: September 30, 1995
Effective Date: September 30, 1995
Revision Date: July 21, 1997
Revision Date: June 13, 2003
- 3. Summary of the contents of the substantive policy statement:**
The contents of this policy statement advises all series twelve (12) restaurant licensees of the importance in preserving financial documentation as required by statute [A.R.S. § 4-210(A)(7)]. The completeness of records is addressed as well as the possible consequences for failing to maintain the required documentation.
- 4. A statement as to whether the substantive policy statement is a new statement or a revision:**
This substantive policy statement is a revised document.

Notices of Substantive Policy Statements

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Audit Division
800 W. Washington, 5th Floor
Phoenix, AZ 85007
542-9064

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 W. Washington, 5th Floor, Phoenix, AZ 85007.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

THE FORTY PERCENT FOOD SALE STANDARD USED IN THE AUDIT PROCESS, Audit Section

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: July 20, 1996
Effective Date: July 20, 1996
Revision Date: June 13, 2003

3. Summary of the contents of the substantive policy statement:

The contents of this policy statement advises licensees of the criteria used in assessing an actionable violation as it pertains to the forty percent food sale requirement, A.R.S. § 4-205.02(G).

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This substantive policy statement is a revised document.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Audit Division
800 W. Washington, 5th Floor
Phoenix, AZ 85007
542-9064

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 W. Washington, 5th Floor, Phoenix, AZ 85007.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

NEW QUESTIONNAIRES REQUIRED WITH ALL LICENSE APPLICATIONS, Licensing Division

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: September 30, 1995
Effective Date: September 30, 1995
Revision Date: May 11, 1998
Revision Date: June 13, 2003

Notices of Substantive Policy Statements

3. Summary of the contents of the substantive policy statement:

Licensing requires a new questionnaire with each application to maintain computer records with the most current client information and to ensure the most legible imaged files.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This substantive policy statement is a revised document.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Licensing Manager or Supervisor
Arizona Department of Liquor Licensing and Control
800 W. Washington, 5th Floor
Phoenix, AZ 85007
(502) 542-9055

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 W. Washington, 5th Floor, Phoenix, AZ 85007.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

CURRENT VERSION OF FORMS SUBMITTED TO THE LICENSING DIVISION, Licensing Division

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: September 30, 1995
Effective Date: September 30, 1995
Revision Date: June 13, 2003

3. Summary of the contents of the substantive policy statement:

Licensing information requirements change periodically and are reflected in revised forms. Whenever a form is changed, the Licensing Division will only accept the latest version of that form to comply with the new information requirements.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This substantive policy statement is a revised document.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Licensing Manager or Supervisor
Arizona Department of Liquor Licensing and Control
800 W. Washington, 5th Floor
Phoenix, AZ 85007
(502) 542-9055

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 W. Washington, 5th Floor, Phoenix, AZ 85007.

Notices of Substantive Policy Statements

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

ISSUANCE OF INTERIM PERMITS PERTAINING TO A.R.S. § 4-203.01(I), Licensing Division

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: March 1, 1997

Effective Date: March 1, 1997

Revision Date: June 13, 2003

3. Summary of the contents of the substantive policy statement:

The contents of this policy statement advise that the Department prohibits the issuance of an interim permit license at a Series #12 location that has failed a Department audit until the location has been inspected and approved by the Department's Investigation Division.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This substantive policy statement is a revised document.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Licensing Manager or Supervisor
Arizona Department of Liquor Licensing and Control
800 W. Washington, 5th Floor
Phoenix, AZ 85007
(502) 542-9055

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 W. Washington, 5th Floor, Phoenix, AZ 85007.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

MANAGEMENT AGREEMENT REQUIREMENTS, Licensing Division

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: February 15, 2000

Effective Date: February 15, 2000

Revision Date: June 13, 2003

3. Summary of the contents of the substantive policy statement:

The contents of this policy statement outline the guidelines established by the Department for the number of liquor licenses one manager's agreement may govern.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This substantive policy statement is a revised document.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Licensing Manager or Supervisor
Arizona Department of Liquor Licensing and Control
800 W. Washington, 5th Floor
Phoenix, AZ 85007
(502) 542-9055

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 W. Washington, 5th Floor, Phoenix, AZ 85007.

**NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF LIQUOR LICENSES AND CONTROL**

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

MANAGEMENT AGE REQUIREMENTS, Licensing Division

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: September 1, 2000

Effective Date: September 1, 2000

Revision Date: June 13, 2003

3. Summary of the contents of the substantive policy statement:

The contents of this policy statement outline the age requirements established by the Department for Liquor Licenses for managers of a liquor licensed establishment.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This substantive policy statement is a revised document.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Licensing Manager or Supervisor
Arizona Department of Liquor Licensing and Control
800 W. Washington, 5th Floor
Phoenix, AZ 85007
(502) 542-9055

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 W. Washington, 5th Floor, Phoenix, AZ 85007.

**NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF LIQUOR LICENSES AND CONTROL**

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

PUBLIC INFORMATION REQUESTS, Information Services Section

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issue Date: September 30, 1995

Effective Date: September 30, 1995

Revision Date: October 26, 1998

Revision Date: June 13, 2003

3. Summary of the contents of the substantive policy statement:

To provide public information to individuals in the most efficient, cost-effective, and convenient manner.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This substantive policy statement is a revised document.

Notices of Substantive Policy Statements

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Information Services Section
800 W. Washington, 5th Floor
Phoenix, AZ 85007
542-9067

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, 800 W. Washington, 5th Floor, Phoenix, AZ 85007.