

Instructions for Completing/Submitting Fillable Application in Adobe Acrobat

Recommended steps are to:

1. Use the latest version of Adobe Reader to complete the application. Macintosh and Windows versions of the free Adobe Reader are available from Adobe at <http://get.adobe.com/reader/>.
2. Before completing the document save the form (PDF format) to a location on your computer. (Example: Desktop or My Documents Folder).
 - Right click on the form and click "Save as"
3. Once you have saved the form to your computer, you are ready to complete the form.
4. Open the fillable form.
5. After you have completed the form, save a final version of the file to your computer.
6. Print off the form for your signature on page 5, then send a scan of the completed application and essay questions to be received by the required deadline to lcc@lcc.leg.mn or fax to 651-297-3697 or mail to: 72 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Blvd, St. Paul, MN 55155. (Note: Electronic signatures are also acceptable.)

Do not complete the form online within your web browser, your data may not be saved. Please save it to your computer first.