After downloading the MOU, please complete the following instructions:

* Update the Submitting Entity section to your entity name and address
	+ E.g.,



* Have an authorized signatory sign **SECTION 5: SIGNATURES**
* Save the MOU as a PDF
* Email the signed MOU to RSTCLIRsupport@mayo.edu with the subject of “**SIGNED MOU**“
* The CLIR support team will complete the following steps:
	+ Rename the MOU to the corresponding location name within CLIR
		- E.g., “USA-NJ MOU” for New Jersey Department of Health
	+ Have a Mayo official designated by our legal department sign the MOU within 5 business days
	+ Register a copy of the signed MOU with Mayo’s legal department and store a readily accessible copy with other CLIR documentation
	+ Reply to all recipients of the “**SIGNED MOU**“ email with the new subject of “**EXECUTED MOU**“, including the MOU signed by both entities

**\*NOTE:** While we are not accepting modifications at this time, if you have future suggested changes, please send email RSTCLIRsupport@mayo.edu with the subject of “**SUGGESTED MOU REVISIONS**“.