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](mailto: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](mailto:RSTCLIRsupport@mayo.edu) with the subject of “**SUGGESTED MOU REVISIONS**“.