



## Instructions to View/Search/Request a Document from the Texas Administrative Code (TAC)

This guide provides instructions for an Agency Liaison to view and search the *Texas Administrative Code* as it is seen by the public for all rules in effect or adopted by *Texas Administrative Code* since January 1, 1999. A liaison may also request an individual chapter, subchapter, division, or rule from TAC to download.

### View TAC

1. Click the **Rules and Meetings** grey tile from the SOS Portal dashboard.
2. From the Liaison Center Home, click **View TAC** from the Liaison menu.
3. Select the Title, Part, Chapter, Subchapter, and Rule that you want to view.

Texas Administrative Code

TAC Rule Historical Texas Register

Title 1 ADMINISTRATION  
Part 4 OFFICE OF THE SECRETARY OF STATE  
Chapter 71 GENERAL POLICIES AND PROCEDURES  
Subchapter A PRACTICE AND PROCEDURE  
Rule 571.16 Petition for Adoption of Rules

Previous Rule View Rule  
Next Rule View Rule

Chapter Review Date 5/17/2012

(a) Any interested person or agency may petition the Office of the Secretary of State requesting adoption of a rule. Petitions shall be in writing, should be filed with the appropriate division director, and shall comply with the following requirements.

(1) Each petition must state the name and address of the petitioner.

(2) Each petition shall include:

(A) a brief explanation of the proposed rule;

(B) the text of the proposed rule prepared in a manner to indicate the words to be added or deleted from the current text, if any;

(C) a statement of the statutory or other authority under which the rule is proposed to be promulgated; and

- To easily view the **Previous** or **Next Rules**, click the links displayed on the screen.
- Click the **Historical** tab to view previous versions of the displayed Rule.
- Click the **Texas Register** tab to see the *Texas Register* filings history for the displayed Rule.

### Search TAC

1. Click the **Rules and Meetings** grey tile from the SOS Portal dashboard.
2. From the Liaison Center Home, click **Search TAC** from the Liaison menu.
3. Enter the applicable search criteria text and click **Search**.
  - For any fields that have a list of values, you may select multiple values in the list.
4. The search results will be displayed. Click the **Rule Number** link to view the TAC Rule.



### Download a TAC Document

A liaison may request an individual chapter, subchapter, division, or rule from TAC to download.

1. Click the **Rules and Meetings** grey tile from the SOS Portal dashboard.
2. From the Liaison Center Home, click **Request TAC Document** from the Liaison menu.
3. Enter the **Effective Date** for the Document you are requesting.
4. Select the Title, Part, and Chapter or Subchapter of the document you are requesting.

**Request TAC Document**

If you wish to download an entire subchapter, please select "Request Subchapter". If you wish to download a division or individual rule, please click on the appropriate subchapter name to continue.

[START OVER](#)

**Effective Date \***  
11/26/2024

TITLE 1	ADMINISTRATION
PART 4	OFFICE OF THE SECRETARY OF STATE
CHAPTER 91	TEXAS REGISTER
<b>Subchapters</b>	
SUBCHAPTER A	GENERAL
SUBCHAPTER B	NONRULEMAKING
SUBCHAPTER C	RULEMAKING
SUBCHAPTER D	RULE REVIEW

(Request Subchapter)  
(Request Subchapter)  
(Request Subchapter)  
(Request Subchapter)

- Click the link next to the appropriate **Chapter** or **Subchapter**.
  - Enter the **File Type** you would like: pdf, docx, or txt
  - Enter the **Email address** where you wish to receive the download.
- Click **Submit**. The document will be emailed to the email address you provided.