

4701-11-07

**Board communications.**

- (A) All official communications from the board are ~~mailed~~sent to a person's last physical or electronic address of record as maintained by the board. If the ~~mail~~communication is not returned to the board, the person will be considered by the board to have received such official communications, to be aware of the contents of such official communications, and to be responsible for any actions required of them by such official communications. If a person notifies the board in writing of a failure to receive the official communication, the board will resend the official communication to the person. The board will not extend any deadlines nor abate any penalties unless it feels appropriate circumstances exist.
- (B) Any change in a person's name, primary phone number, email address or physical address must be submitted to the board in writing.
- (C) Official communications ~~that require a response~~, unless otherwise specifically designated by the board, shall require a response within fifteen business days. A business day is defined as any day, Monday through Friday excluding state holidays, that the board office is open.
- (D) The board will not be responsible for any delay in communication or in the filing of any other document or fee submitted by or on behalf of a person which are caused by any third party, whether it be an individual or an organization.
- (E) For purposes of this rule, "person" shall have the same meaning as in division (T) of section 4701.01 of the Revised Code.