

General Assembly

Statement of Economic Interests (§ 30-111)

Procedures and Information – Paper Disclosures

Please note that beginning July 1, 2016, Statement of Economic Interests disclosures are required to be completed electronically as prescribed by § 30-110 (A). Statement of Economic Interests disclosures submitted on paper on or after July 1, 2016, will not be accepted.

Timely Delivery

- A disclosure is considered delivered timely if received by 5 p.m. on the date of the filing deadline, June 15 or December 15, or the next business day should the deadline fall on a legal holiday or weekend.
- Paper disclosures delivered to the Council office will be date stamped as received by the Council. This will not prohibit Council staff from requesting further documentation from the filer if necessary.

Incomplete Filings

- If a disclosure is found to be incomplete, Council staff will notify the filer via email of the information or documentation required. Such notifications are exempt from disclosure under the Freedom of Information Act. The filer has five business days from the date of the request to provide the Council with the requested documentation.
 - Should the disclosure be found incomplete after the reporting deadline, a request for additional information will be made to the filer via email giving the filer five business days from the date of the request to respond with the additional information. No penalty will be assessed to the filer if the additional information is received by the Council within five business days of the request. If the filer does not respond within five business days, the disclosure will be considered late and the filer will be assessed the prescribed penalty of \$250.
 - Only disclosures that are submitted on Council-approved forms will be accepted. Disclosures submitted on other forms will be considered incomplete. Council-approved forms are available on the Council's website at [{LINK}](#).

General Information

- Members of the General Assembly and candidates for such office are REQUIRED to complete and file the Statement of Economic Interests with the Council.
- The filing of the Statement of Economic Interests is a requirement for assuming office. Additionally, the statement is to be filed semiannually by June 15 and December 15 or the next business day should the deadline fall on a weekend or legal holiday.
- Schedules A through I are to be completed ONLY if you answer “Yes” to any of items 1 through 11 on the Statement of Economic Interests. Complete and return only those schedules that are applicable to you.
- The information required on this statement must be provided on the basis of the best knowledge, information, and belief of the individual filing the statement as of the date of the statement unless otherwise stated.
- In addition, members of the General Assembly are required to attend a conflict of interest orientation course. The course must be completed within 60 days of assuming office and thereafter once every two years.

Filing Your Disclosure Statement

You may file your completed disclosure statement with the Council by:

Mailing your completed statement to:

Conflict of Interest and Ethics Advisory Council
Division of Legislative Services
Attention: Michelle LeGates
201 N. 9th St, 2nd Floor
Richmond, VA 23219

Faxing your completed statement to:

(804) 371-8705

Emailing your completed statement to:

ethics@dls.virginia.gov

To complete, sign, and file your disclosure statement online via the online disclosure portal, go to [{LINK}](#).