

State and Local Statement of Economic Interests (§ 2.2-3117) 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 § 2.2-3114 (C). 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

- Pursuant to §§ 2.2-3114 and 2.2-3115 of the Code of Virginia, employees of state agencies who have been designated by the Governor (see Executive Order 33) or the General Assembly, justices of the Supreme Court, judges and substitute judges, members of governing bodies and school boards, and local constitutional officers and employees of local governments designated to file by the Code of Virginia or by their governing ordinance are required to file this Statement of Economic Interests form, set forth in § 2.2-3117. Members of certain boards of state and local governments are also required to file this form. Please note that within this form, the use of the words “office” and “officer” also apply to appointed board members. If you are unsure if one of these categories applies to you, please contact the Council’s office.
- Candidates for state and local offices are required to file this form pursuant to § 24.2-502 of the Code of Virginia.
- The filing of the Statement of Economic Interests is required prior to appointment or beginning employment in designated positions. Additionally, the statement is to be filed semiannually by June 15 and December 15.
- 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.
- Schedules A through I are to be completed ONLY if you answer “Yes” to any of items 1 through 10 on the Statement of Economic Interests. Complete and return only those schedules that are applicable to you.
- State employees and board members should return completed forms to the agency’s Conflict of Interests Coordinator.
- Local officials should return the completed forms to the Clerk of the appropriate governing body.
- If you occupy an office or position of employment within state government wherein you are required to disclose your financial interests, you are additionally required to attend a conflict of interest orientation course. The course must be completed within 60 days of assuming office or employment 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}](#).