

Conflict of Interest

The [State and Local Government Conflict of Interests Act](#) requires that approximately 25,000 Virginia governmental officers and employees disclose their financial interests. This disclosure occurs when the individual assumes the office or employment and then annually on or before January 15. Information pertaining to real estate, business interests, gifts, travel, liabilities, directorships and other matters is subject to disclosure depending on the office or employment of the occupant. These disclosure statements are available for review by the public for a period of no less than five years. State officers and employees are further required to attend orientation courses wherein they are instructed in regards to conflict of interests.

I am a private citizen and would like to review someone's disclosure:

You may contact [Katherine Harris](#) at (804) 692-2539 to review the disclosure form of state officers and employees.

Members of the Virginia Senate and House of Delegates have their forms on file with the clerks of their respective bodies and arrangements to review those forms may be made by contacting those offices. The phone number for the Clerk of the Senate is (804) 698-7400 and for the Clerk of the House is (804) 698-1619.

If you are interested in the disclosure of local officers and employees, contact either the clerk of the governing body or school board. For further information pertaining to the accessibility of disclosure, please contact [Katherine Harris](#) at (804) 692-2539 .

I am a governmental officer or employee and have to disclose my interests:

Depending on your office or employment, you should complete [one of the three documents listed below](#).

- The Governor, Lieutenant Governor, Attorney General, Justices of the Supreme Court, all judges, and all employees of the Commonwealth of Virginia who have been designated by the Secretary of the Commonwealth are required to file a Statement of Economic Interests form.
- Non-salaried members of policy, supervisory and advisory boards, commissions and councils in the executive branch of Virginia's government must complete a Financial Disclosure Statement. Members of a few specific executive branch boards are required to file a completed Statement of Economic Interests.
- All members of local governing bodies and school boards of any city, county or town with a population greater than 3,500 and all other local officials and employees who are designated by the local governing body are required to file a Statement of Economic Interests form. Non-salaried members of local boards, commissions and councils may have to file a Financial Disclosure Statement if the local governing body requires them to do so.
- Members of the governing body of any authority having the power to issue bonds or expend funds in excess of \$10,000 in any fiscal year are required to file a Financial Disclosure Statement unless the governing body of the jurisdiction that appoints the members requires that the members file the Statement of Economic Interests.
- Members of local planning commissions, boards of zoning appeals, real estate assessors and all executive officers in any city, county or town with a population greater than 3,500 are required to file a Disclosure of Real Estate Holdings.
- Constitutional officers, which are the city or county Treasurer, Sheriff, Commonwealth's Attorney, Clerk of Circuit Court and Commissioner of Revenue, must complete the Statement of Economic Interests form as a condition of taking office and must also file a form annually.
- All legislators must file a Statement of Economic Interests form as a condition of taking office and then annually.
- All candidates for election to the General Assembly and the offices of Governor, Lieutenant Governor, and Attorney General must file a Statement of Economic Interests form. Candidates for

membership on a local governing body or school board of any county, city or town with a population greater than 3,500 must also file a Statement of Economic Interests form.

For further information pertaining to which document you should complete, please contact [Katherine Harris](#) at (804) 692-2539 .

All three documents are open for public inspection:

- Statement of Economic Interests ([PDF](#), 216K | [Word](#), 545 K)
- Financial Disclosure Statement ([PDF](#), 46 k | [Word](#), 86 K)
- Disclosure of Real Estate Holdings ([PDF](#), 45 K | [Word](#), 43 K)

NOTE: Users interested in saving these forms for future use or reference should download the Word versions.

Frequently Asked Forms Questions:

When filling out the Statement of Economic Interests form, who do I consider my "immediate family"?

Immediate family means spouse, children who are still living at home and are dependents, or any other person living in your home who is dependent upon you and who received from you more than one-half of his or her financial support.

When completing Schedule B of the Statement of Economic Interests form, what do I consider my "personal liabilities"?

Personal liabilities means money owed to a bank or one creditor for over \$10,000. This debt includes such things as student loans, and credit cards. This does not include such things that can be taken away for non-payment, such as a car loan, a mortgage on your home. For example, your house or car can be repossessed if you do not pay, however, if you have student loans, your education cannot be taken away from you, and you are personally liable to pay on these loans.

When completing Schedule E of the Statement of Economic Interests form, what do I consider a "gift"?

All gifts over \$50 must be reported. A gift is considered any gratuity, hospitality, entertainment (including meals, transportation, lodging) that was given to you by a business, government or individual other than a relative or close personal friend and for which you neither paid for nor provided services in exchange.

When completing Schedule G of the Statement of Economic Interests form, who do I consider a "close financial associate"?

A close financial associate includes any partner in a business, co-owner of a business or piece of land, or member of your immediate family. This does not include an individual who is receiving retirement benefits from a business or who may be representing a state governmental agency.

What is the penalty for failure to file a Statement of Economic Interests form or wrongly filing the form?

Any person who does not file or who knowingly files the Statement of Economic Interests form inaccurately will be charged with a Class 1 Misdemeanor which is punishable by no more than 12 months in jail and a fine of no more than \$2,500. A local official who knowingly files the form inaccurately will be charged with a Class 3 misdemeanor which is punishable by a fine of no more than \$500. Any person who knowingly files the form inaccurately may also be dismissed from office or employment.

I am a governmental officer or employee and have to attend a conflict of interest orientation course:

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. If you are uncertain if you have to attend the course, you may contact Katherine Harris at (804) 692-2539 . [Further instructions pertaining to the availability of the course can be found on the Office of the Attorney General's Web site.](#)

For further information please contact:

Katherine Harris
Conflict of Interest Director
1111 East Broad Street, 4th Floor
Richmond, Virginia 23219
(804) 692-2539

or use our [Inquiry Form](#)