

**When in doubt, look it up!
If you're still unclear, ask
for help.**

*A public office is a public trust
and shall be held for the sole ben-
efit of the people.* NRS 281A.020

To maintain and enhance that public trust, statutes are in place to assure that certain conflicts of interest which may signal bias by or improper influence of Nevada's public officers are publicly known.

This pamphlet outlines three required written disclosures. It provides an introduction to and guidelines for compliance with the statutes. However, this is no substitute for reading and understanding the law yourself. Therefore, citations are also provided.

Of course, if your review of the law leaves you uncertain about the requirements, you may contact the Secretary of State or the Commission on Ethics for information.

Best wishes, and **thank you for
your public service.**

*Information is
the currency of
democracy.*

~ Thomas Jefferson

**THESE OFFICES ARE PROHIBITED FROM
PROVIDING LEGAL ADVICE, but for
information about procedures or with
general questions, contact:**

Secretary of State, Elections Division
101 North Carson Street, Suite 3
Carson City, NV 89701-3714
Phone: 775-684-5705
Fax: 775-684-5718
Email: nvelect@sos.nv.gov

Nevada Commission on Ethics
704 W. Nye Lane, Suite 204
Carson City, NV 89703
Phone: 775-687-5469
Fax: 775-687-1279
Email: ncoe@ethics.nv.gov

**NEVADA
WRITTEN
DISCLOSURES
required of
Public Officers**



Compliments of:

Commission on Ethics

and

Secretary of State
Barbara K. Cegavske

AGENCY REPRESENTATION DISCLOSURE

NRS 281A.410(3)

Form available at www.ethics.nv.gov.

Who must file?

Any public officer or State Legislator who, in a private capacity, has received compensation to represent or counsel a private person before an agency of the Executive Branch of State government.

When to file?

Every year by January 15 for the preceding calendar year.

Where to file?

Nevada Commission on Ethics
704 W. Nye Lane, Suite 204
Carson City, NV 89703
FAX: 775-687-1279
Email: NCOE@ethics.nv.gov

FINANCIAL DISCLOSURE STATEMENT

NRS 281.559-appointed public officers

NRS 281.561-candidates and elected public officers

Visit www.nvsos.gov.

Who must file?

All public officers elected, appointed or appointed to fulfill an unexpired term of an elective office, **EXCEPT** those:

- 1 - appointed to an advisory board.
- 2 - appointed, but not entitled to receive \$6,000 or more in annual compensation.

These public officers are not required to file an FDS at all.

When to file?

Every year by January 15 for the preceding calendar year.

Where to file?

Elected and appointed public officers

must file electronically with the Secretary of State's Elections Division at www.nvsos.gov.

Judicial officers mail or deliver to:

Nevada Supreme Court
Administrative Office of the Courts
201 S. Carson Street, Suite 250
Carson City, Nevada 89701

ACKNOWLEDGEMENT OF STATUTORY ETHICAL STANDARDS

NRS 281A.500

Form available at www.ethics.nv.gov.

Who must file & When?

Public officers elected at a general election.	By Jan. 15 of the year following election. Repeat for each new term of office.
Public officers elected in other than a general election.	Within 30 days of taking office. Repeat for each new term of office.
Appointed public officers.	Within 30 days of taking office. Repeat for each new term of office.
Appointed public officers serving at the pleasure of an appointing authority with no definite term of office.	Within 30 days of taking office and also by Jan. 15 of every even-numbered year while holding that office.

Where to file?

Nevada Commission on Ethics
704 W. Nye Lane, Suite 204
Carson City, NV 89703
FAX: 775-687-1279
Email: NCOE@ethics.nv.gov