



STATEMENTS OF ECONOMIC INTERESTS (FORM 700) NON-FILER REFERRAL CHECKLIST

REQUIRED INFORMATION

- Individual's name and position held (or, if the individual left office, position previously held).
- Current contact information (address, phone number(s), e-mail address) for the individual referred.
- Information regarding the Filing Officer's attempts to gain compliance, including the address(es) – e-mail and/or mailing – where at least two written notifications were sent. If the individual has left their position, notifications should be sent to a personal e-mail and/or mailing address. Before the referral is made, the Filing Officer should make best efforts to obtain personal contact information for the individual.
- Date and phone number where at least one phone call was made to attempt to gain compliance.
- Filing methods available or required for your jurisdiction (i.e., electronic and/or paper).

REQUIRED DOCUMENTATION

- Copies of at least two written notifications sent to the individual regarding their delinquent statement(s).
- Copy of most recently filed Form 700, if one.
- Copy of the applicable Conflict of Interest Code.

REMINDERS

- Referrals must be submitted through the [FPPC's Electronic Complaint System](#).
For information not specifically required in a field of the Electronic Complaint System, please add it and any other pertinent information to the "Complaint Comments" section, including if an individual is out on medical or other leave and their expected return to work date.
- If the missing statement(s) is filed after you referred the individual to Enforcement, please send a copy of the statement(s) to complaint@fppc.ca.gov within 7 days of receipt.
- You will be notified when the matter is resolved.