



Statement of Economic Interests (Form 700) Non-Filer Referral Checklist



Required Information

- ☐ Individual's Name and Position Held
 - ☐ If the individual left the position, list position previously held
- ☐ Current contact information for the individual
 - ☐ Address
 - ☐ Phone Number(s)
 - ☐ Email Address
- ☐ Email and/or Mailing Address(es) where the written notifications were sent
 - ☐ All information regarding the Filing Officer's attempts to gain compliance
 - ☐ If the individual leaves the position, notifications should be sent to a personal email and/or mailing address
 - ☐ Before the referral is made, the Filing Officer should strive to obtain personal contact information for the individual
- ☐ Date & Phone Number where at least one phone call was made to attempt to gain compliance
- ☐ Filing methods available or required for your jurisdiction

Required Documentation

- ☐ Copies of at least two written notifications
 - ☐ As a best practice, if you have an e-filing system, please also provide a copy of the correspondence log
- ☐ Unredacted copy of most recently filed Form 700 (entire statement), if one
- ☐ Copy of the applicable Conflict of Interest code

Reminders:

- Referrals must be submitted through the FPPC's Electronic Complaint System.
 - For other pertinent information, please add it to the "Complaint Comments" section, including if an individual is out on medical or other leave and their expected return to work date.
- After successful submittal of the referral, you will receive a 10-digit complaint number.
- If the missing statement(s) are filed after you submitted the referral, 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.