

STATE AGENCY FAQ



Electronic Filing Specific FAQs

1. **Q** – If filers use an alternative way for signing Form 700 with a secured electronic signature. Will the FPPC accept it?

A – Yes. If your agency permits digital signatures, verify the signature and email it to the Fair Political Practices Commission at Form700@fppc.ca.gov.

2. **Q** – Do all my filers use FPPC’s electronic filing system?

A – No. The system will only be used by those filers whose statements are forwarded to FPPC under the conflict-of-interest code. Statements from all your other filers will be processed at your agency as in previous years.

3. **Q** – What happens once my filer’s information has been updated?

A – Once your filer’s information is updated, they will receive an e-mail that provides a login ID and password that they use to file their Form 700. The e-mail also provides access to a video that explains how to file statements online.

If you have added new filers since your first update, or if you have filers who left since then, the system will generate e-mails to those filers notifying them to complete their assuming or leaving office statement.

4. **Q** – What about filing expanded statements when a filer holds more than one position?

A – New Regulation 18723.1(a) defines “Expanded Statement of Economic Interests (ESEI)” “primary position,” and “additional position” for purposes of the regulation. Subdivision (c) would authorize, but not require, an official with multiple positions subject to filing obligations to file an ESEI for each position rather than a separate and distinct SEI for each position. That provision would also specify processes for filing such a statement: the original ESEI is filed for the official’s primary position, and a copy of that ESEI is filed for each additional position, as specified. Please also see the Expanded SEI Factsheet.

Data Exchange Specific FAQs

5. **Q** – Can I upload a paper-filed statement?

A – No. Data exchange is only for statements filed electronically through an approved electronic system.

6. **Q** – Why did the statement not get pushed through the data exchange?

A – Name and position must match in both systems. (Yours and the FPPC system) for data exchange to be successful. Including the type of statement and dates.

General FAQs

7. **Q** – What is the process once the FPPC receives a paper statement?

A – We log the statement into our system (that is why it is essential to add new filers and leaving dates), and we can upload the statement. If we add filers or add leaving dates, it will send a notice to the filer, and then once we have uploaded the statement, the filers will receive another email congratulating them on filing.

8. **Q** – Do I need to date stamp Form 700 once received?

A – Yes. This is the date we use to show the statement was filed in a timely manner. If the statement is not date-stamped, it may result in a late fine.

9. **Q** - A filer receives a letter from the FPPC. Do they need to do anything?

A – Yes. They need to read the letter to see what it is about. If they have any questions, they need to reach out to the signer of the letter.

10. **Q** – An interim/acting executive director has been hired from outside the agency. Are persons serving in interim positions required to file statements?

A – Yes. Persons serving in interim positions must file statements in the same manner as if they were holding the positions permanently.

11. **Q** – I have a filer on military leave. Do I send Form 700 overseas for the filer to complete?

A – No. Simply note this in your log (or, in the case of an individual whose statement is forwarded to FPPC, notify us) and have the individual file their statement upon return.

12. Q – Is an amendment request necessary if the “total number of pages” line on the Cover Page is left blank?

A – No. Listing the total number of pages included with the Form 700 filing is not required by law; it is included simply as a tool to ensure that all pages are received.

13. Q – Does a board member who has been reappointed or an employee who moved from one designated position to another designated position within our agency have to file a leaving office and an assuming office Form 700?

A – No. If there was not a break in service of 30 days or more, the person will continue to file annual statements. However, there may be changes to the filer’s disclosure category.

14. Q – A newly appointed planning commissioner assumed office on October 15, 2023, and filed an assuming office statement. Must he file an annual statement on April 2, 2024?

A – No. Any filer who assumed office between October 1 and December 31, 2023, and filed an assuming office statement does not need to file an annual statement until April 1, 2025. The period covered on the newly appointed planning commissioner’s statement will be October 16, 2023, through December 31, 2024.

15. Q – What are my responsibilities for an unsigned statement that must be forwarded to the FPPC?

A – Unless you can quickly obtain the signature before it is date-stamped, please forward the unsigned statement to the FPPC for follow-up.

16. Q – A board member appoints a designee to serve when she cannot attend a meeting. Must the designee file a Form 700?

A – Yes. The designee must file a statement.