

**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](mailto: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](mailto: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](http://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](http://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](http://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](http://www.ethics.nv.gov).

### Who must file & When?

<b>Public officers elected</b> at a general election.	<b>By Jan. 15</b> of the year following election. Repeat for each new term of office.
<b>Public officers elected</b> in other than a general election.	<b>Within 30 days of taking office.</b> Repeat for each new term of office.
<b>Appointed</b> public officers.	<b>Within 30 days of taking office.</b> Repeat for each new term of office.
<b>Appointed</b> public officers serving at the pleasure of an appointing authority with no definite term of office.	<b>Within 30 days of taking office and also by Jan. 15</b> 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