



**State of Washington
PUBLIC DISCLOSURE COMMISSION**

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(360) 753-1111 • FAX (360) 753-1112

Toll Free 1-877-601-2828 • E-mail: pdc@pdc.wa.gov • Website: www.pdc.wa.gov

To: Commission members
From: Kim Bradford, Communications and Outreach Director,
and Jennifer Hansen, Compliance Officer
Date: 9/19/2018
Re: F-1 reporting modification application improvements

PDC staff engaged stakeholders in identifying possible improvements for the application process used by F-1 personal financial affairs disclosure filers to request reporting modifications, or exemptions, from disclosing certain information. That work resulted in the development of proposed modification applications as well as further recommendations for commission consideration.

Background:

State law allows filers of the F-1 Personal Financial Affairs Statement to seek a modification or suspension of reporting some information. [RCW 42.17A.120](#) states:

*The commission may suspend or modify any of the reporting requirements of this chapter if it finds that literal application of this chapter works a **manifestly unreasonable hardship** in a particular case and the suspension or modification **will not frustrate the purposes of this chapter**. The commission may suspend or modify reporting requirements only after a hearing is held and the suspension or modification receives approval from a majority of the commission. The commission shall act to suspend or modify any reporting requirements:*

(a) Only if it determines that facts exist that are clear and convincing proof of the findings required under this section; and

(b) Only to the extent necessary to substantially relieve the hardship.

(Emphasis added)

The commission has delineated possible qualifications for certain kinds of F-1 reporting modifications in [WAC 390-28-100](#). In addition to the statutory requirement that the applicant show the reporting would pose a manifestly unreasonable hardship and that an exemption would not frustrate the purposes of the Act, the rules also ask applicants to demonstrate that

the prospective modification would present no actual or potential conflict with the proper performance of the duties of the office sought or held.

Earlier this year, PDC staff identified a need to revise the modification application to streamline the process for applicants and staff, and to ensure more timely consideration of requests by the commission. In July and August, we reached out to key organizations whose members comprise the majority of F-1 modification applicants to ask for their participation. We also solicited additional participants from 2018 modification recipients who were surveyed about their experiences with the modification process.

The survey results (viewable here: <https://www.surveymonkey.com/results/SM-QPW76GLHL/>) showed:

- Nearly half of the 41 respondents heard about the modification process for the first time from a colleague.
- The most common source of information for applicants was the modification application instructions on the PDC website.
- Nearly 70 percent of applicants reported that they understood what information the commission required to approve a modification.
- Only half initially knew they would need to seek a modification renewal each year.
- The majority (58 percent) reported that they did not submit their applications in time for them to be presented to the commission before the F-1 was due. The most common reason given was that the applicants didn't know that they needed to submit an application by March 10 or before the two-week deadline for newly appointed officials and candidates.
- Most (71 percent) reported using the PDC's modification application (rather than submitting a written request in another form), but many of those said the application itself was difficult to use or understand.

We also received 25 comments, with most of them centered on support for a statutory exemption for judges' and law enforcement officials' residential addresses and for making modifications permanent or renewals easier. Seventeen stakeholders agreed to participate further in follow-up teleconferences. They identified two other main concerns about modification application requirements that they consider unreasonable:

- [WAC 390-28-100\(1\)\(e\)\(i\)\(D\)](#) permits the commission to disclose law firm clients "from whom compensation in excess of the reporting threshold has been received whose identities are publicized or referenced in **documents open for public inspection at the courts, in administrative hearings, at proceedings conducted by public agencies**, or are a matter of public knowledge in other similar public forums.
- [WAC 390-28-100\(1\)\(d\)\(iii\)](#) states that a prospective modification to allow nondisclosure of a residential address "may be granted if the applicant or an immediate family member has received a **threat, been issued a no contact order or presents a similar personal safety concern.**"

Given the survey findings about the existing application, staff proposed that the PDC replace the all-purpose form with four different applications, three of which would be tailored to the most common types of modifications and one of which would cover all other circumstances. The group agreed with that approach. Members reviewed the attached draft applications prepared by staff and provided suggestions that have been incorporated.

Additional feedback received during separate discussions about posting F-1 reports on the PDC website raised another concern about ensuring that modification applicants don't have to expose sensitive information in the process of asking for an exemption to not report sensitive information. Some F-1 filers reported a reluctance to apply for a modification because of the nature of the modification application process in which submitted modification applications are public records and hearings to consider modification request are open. PDC staff already have taken some steps to mitigate those concerns by posting only a cover sheet that summarizes the applicant's request, and not the application itself, on the commission's online agenda.

Discussion:

The statutory changes requested by stakeholders are largely addressed in the agency request legislation for the 2019 session. The commission rules they identified as cumbersome or problematic are not part of the current rulemaking, but could be considered for another round at a future date.

Much of the remaining stakeholder input revolved around a need for better filer outreach and education regarding the availability of modifications and how to successfully apply for one. Staff have begun to revise the website guidance to provide more resources and direction for filers. We also plan to incorporate more information about applying for a modification into the F-1 filing reminders we send in the spring.

Some of the staff work is dependent on what version of a F-1 modification application the agency chooses to use. Taking a targeted approach, as proposed to and endorsed by stakeholders, will reduce needless paperwork and allow filers to focus on providing the information that is essential to commission consideration of their requests. The current application is 8 pages. Under the staff proposal, most applicants would complete an application that is 4-5 pages long. In addition, a number of wording and stylistic changes have been made to reduce confusion and help guide filers.

If approved, the proposed application forms would be published online with a guide explaining to filers which application they should use for their particular requests. That explanation would be incorporated into a buildout of the modification guidelines on the PDC website that will include a FAQ and better explanation of what's required to get modifications and what the application and hearing process entails.

Based on the stakeholder group's strong preference for a streamlined application for modification renewals (those to be heard before a presiding officer), the staff also developed a proposed short form for renewals. Pursuant to [RCW 42.17A.120](#), a renewal can be heard at a brief adjudicative hearing if the initial request was granted up to three years previously and if

the applicant holds the same office or position of employment held when the initial request was granted. The proposed form asks the applicants to review their initial request and attest that any changes have been noted. Staff would attach the initial request to the modification renewal request for commission review.

(If the commission approves the use of a streamlined process for renewals, staff would remove the question “Is this a renewal?” from the other proposed modification applications.)

Finally, the commission could consider addressing the concerns heard from F-1 filers about the modification process exposing sensitive information by choosing to close some modification hearings. Pursuant to [WAC 390-28-080](#), the commission may close a hearing, a portion of the hearing, or the hearing record to protect compelling interests and where closure is specifically justified if it finds that it is necessary to allow the applicant to:

- Provide sufficient evidence to assure that proper findings are made regarding the name of an entity the disclosure of which would likely adversely affect the competitive position of the applicant as provided in RCW [42.17A.120](#); or
- Provide other information or relevant legal authorities for which it finds a compelling interest has otherwise been shown by the applicant to close the hearing.

Before closing a hearing, a portion of the hearing, or the hearing record the commission must find that:

- The applicant has met the above tests;
- An open hearing would post a manifestly unreasonable hardship on the applicant;
- Anyone present when the closure request is made has been given an opportunity to object to the closure; and
- The proposed method for closing the hearing is the least restrictive means available and that closing the hearing will not frustrate the purposes of RCW 42.17A.

If the commission were to consider closing some modification hearings, staff would recommend opening those hearings in public, moving to close for the sole purpose of hearing evidence where there is a compelling interest in confidentiality, and then reopening the hearings for non-confidential evidence and commission deliberation and decision. Staff would need to develop a process for accepting requests for hearing closures and receiving information about why a closure is required that still safeguards the sensitive information the commission would be looking to protect.

Proposed commission actions:

Staff recommends the commission:

1. Authorize staff to develop a process for F-1 modification applicants to request closed hearings.
2. Approve the streamlined application for F-1 reporting modification renewals with revisions, if needed;
3. Approve the proposed applications for F-1 reporting modifications with revisions, if needed, to be used through December 2019 barring any statutory or rules changes that require updates; and
4. Add WAC 390-28-100(1)(e)(i)(D) and WAC 390-28-100(1)(d)(iii) to the rulemaking list for future consideration.

Attachments:

Current reporting modification application
Proposed replacement reporting modification applications
Proposed reporting modification renewal application

Washington State Public Disclosure Commission
Personal Financial Affairs Statement
Reporting Modification Application Questionnaire, Instructions And Certification
June 2015



Application Questionnaire Instructions

The purpose of the Public Disclosure Act in chapter RCW 42.17A includes at RCW 42.17A.001(3):

“That the people shall be assured that the private financial dealings of their public officials, and of candidates for those offices, present no conflict of interest between the public trust and private interest.”

The form for providing disclosures of financial affairs is the F-1 Personal Financial Affairs Statement. The Act also provides for a process to seek a modification or suspension of reporting some information. RCW 42.17A.110(10) states in part:

*“After hearing, by order approved and ratified by a majority of the membership of the commission, [the commission is empowered to] suspend or modify any of the reporting requirements of this chapter in a particular case if it finds that literal application of this chapter works a **manifestly unreasonable hardship** and if it also finds that the suspension or modification will not **frustrate the purposes of the chapter...***

... Any suspension or modification shall be only to the extent necessary to substantially relieve the hardship. The commission shall act to suspend or modify any reporting requirements only if it determines that facts exist that are clear and convincing proof of the findings required under this section.” (Emphasis added).

Possible qualifications for modifications or suspensions (referred to collectively as “modifications”) are found at RCW 42.17A.110(10) and WAC 390-28-100. Copies of these provisions and reporting requirements are on the PDC’s website at www.pdc.wa.gov under “Laws and Rules.” The *Personal Financial Affairs Statement Instruction Manual* is also available on the website, under “Filer Resources – Manuals and Brochures.” The Commission has also adopted Interpretations addressing modifications for certain professions and situations, and those are also available under “Laws and Rules” then “Interpretations.” Modifications, if granted by the Commission, cover only one reporting period. Another application must be made in the following years if you still need a modification.

PDC staff has implemented this application procedure for filers requesting an F-1 Reporting Modification from the Commission. This is designed to provide more uniform information to the Commission from filers seeking a modification, and to enable a quicker response to possible questions about a request from the Commission at the hearing. **Please fill out this Application Questionnaire prior to having a modification request taken to the full Commission for consideration.** The blanks in this document will expand to accommodate your answers. **It is suggested that you review this entire Application Questionnaire first, before filling out your answers.**

✓ **If you are requesting a modification, whether new or a renewal of an earlier request, please:**

- (1) **Complete or review** your filed Personal Financial Affairs Statement (PDC Form F- 1) including Supplemental attachments (except for the information for which you are seeking a modification – leave the relevant sections or lines blank on the F-1 form at this time);
- (2) **Answer all questions (# 1 – # 8)** on this Application Questionnaire, unless otherwise directed below,
- (3) **Confirm whether you authorize the PDC to use email may correspond with you about your request by email:**
- (4) **Sign the Certification** if you do not intend to be present at the Commission hearing on your modification request, and
- (5) **Return** this Application Questionnaire to the PDC via e-mail, mail, fax or other delivery (and also send the original of the Certification to the PDC).

- Please note, however, that while this Application Questionnaire for filers seeking a modification can be returned to the PDC in several ways, **F-1 forms cannot be filed by fax or e-mail**. See filing instructions in the *Personal Financial Affairs Statement Instruction Manual*.

✓ **Other items to consider:**

- Filers for which a PDC Interpretation may apply. As noted, the Commission has adopted Interpretations for specific filers that are requesting modifications. Those filers include attorneys, automobile dealers, judges and judicial candidates, and spouses of elected and appointed officials, and also include candidates for public office. If you qualify as a filer under an Interpretation, please review the applicable Interpretation and provide the information pursuant to the Interpretation as part of your F-1 or F-1 Supplement forms. Copies of the Interpretations are available on the PDC website at www.pdc.wa.gov under “Laws & Rules” then “Interpretations.”
- Competitive disadvantage. If you are claiming a competitive disadvantage (in disclosing information), you must describe in detail the competitive environment in which the entity operates and explain how disclosure would likely affect the competitive position of the entity.

✓ **Please carefully review your F-1 and/or F-1 Supplement to ensure each form is fully completed.** Here are some commonly overlooked areas:

- Do you make the buy and sell decisions with regard to the IRA’s, stocks and other securities listed as retirement or income generating assets in Section 3c of your F-1? **If the answer is YES** (if you control the buy and sell decisions) **you must identify the individual securities or mutual funds held.**
- Did you disclose all of your retirement accounts (i.e. IRA, 401 k, deferred compensation, PERS 1, 2, 3 or TRS or LEOFF, etc.)?
- Did you complete all of the questions in Section 5 of the F-1?

Questions? If you have questions, you may contact PDC staff at (360) 753-1111; 1-877-601-2828 (toll-free in Washington State). The PDC Fax number is: (360) 753-1112. E-mail: pdc@pdc.wa.gov. The PDC address is on the last page of this form (Certification).

Application Questionnaire

Background Information

Filer Name: _____

Filer Office Held or Sought: _____

Date of Request: _____

Period Covered by Request: _____

Questions

Please answer questions # 1 - # 8 below, unless:

- **RESIDENTIAL ADDRESS.** If you are seeking only nondisclosure of a residential address, answer # 1, # 4, # 6 and # 8.
- **SPOUSAL SEPARATION.** If you are seeking only nondisclosure of information related to your spouse based upon a recent or pending divorce or separation, or because it relates to a bona fide separate property agreement or other bona fide separate status, answer # 1, # 4, # 7 and # 8. A request for nondisclosure may be considered when such financial interest does not constitute a present or prospective source of income for you.



1. **EMAIL AUTHORIZATION.** Check the box below to give the PDC permission to provide future correspondence about your request – including hearing orders – to you by email.

I authorize the PDC to provide future correspondence to me email rather than sending it through the U. S. mail.

Email address: _____

2. **MODIFICATION REQUEST SUMMARY.** Describe the general nature of the information you do not wish to disclose. (Examples: financial interests where reporting the name would likely adversely affect the competitive position of an entity, customer lists of a business entity or sources of compensation/income for the entity, confidential relationships, information subject to bona fide separate property agreements, personal residential address, other).

3. **UNREASONABLE HARDSHIP.** Describe in detail the manifestly unreasonable hardship in disclosing the information. Please describe in detail the reasons why you believe disclosing the information would be a hardship. The reasons stated should address the issues such as those listed below. Please address those topics below that are relevant to your specific request. For example, if you are seeking nondisclosure related to an entity, for each entity, please:

- Provide the name and description of the entity, business, union, association, not-for-profit, charitable organization, or other entity for which you are seeking a modification request from reporting the entity's disclosable customers/sources of compensation/income.
-

- Describe the size of the entity such as annual sales, number of customers or accounts, the number of employees, and other pertinent information.
-

- Describe how many business customers or other sources paying the entity more than \$12,000 would be subject to disclosure.
-

- Describe if you have access to information about the entity's customer base or sources of compensation/income.
-

- Describe if you are involved with the day-to-day operations of the entity.
-

- Describe if any of the entity's customers or sources of compensation/income are already listed in other public sources or publications including advertisements, or public records.
-

- Describe if any of the entity's customers or sources of compensation/income are already listed on a website.
-

- If the entity has a website address, list it here:
-

- If the entity's customers or sources of compensation/income are described elsewhere on the Internet, describe why you are seeking a modification (nondisclosure) for those customers or sources of compensation/income:
-

[Note: along with other information provided in the Application Questionnaire, Internet information regarding entities/sources of compensation/income may be reviewed by PDC staff and/or the Commission as part of the modification process.]

- Describe if the entity has the ability to sort its customer list or sources of compensation/income to identify those paying the entity more than \$12,000 during the reporting period.
-

- Describe if you disclosed all of the governmental customers or governmental sources of compensation/income that paid the entity more than \$12,000 in the reporting period.
-

- Indicate whether you have an ownership interest of 10% or more in the entity.
-

- Indicate whether your spouse's interest in an entity requires you to complete an F-1 Supplement for that entity.
-

- Describe other relevant information you believe the Commission should consider as to why it would be a manifestly unreasonable hardship if the information was required to be disclosed.
-



4. **NOT FRUSTRATE THE PURPOSES OF THE ACT.** Describe how allowing you to not disclose the information described in your modification request does not frustrate the purposes of the Public Disclosure Act.
-



5. **DUTIES.** Describe your duties as an elected or appointed official. Please describe the jurisdiction or agency for which you hold public office, and the duties performed by you as a public official (examples: adopting rules or ordinances, hiring staff, approving contracts, setting policy, etc.). Please provide as much description as possible.
-



6. **CUSTOMERS OR SOURCES OF COMPENSATION/INCOME.** If you are seeking a modification related to a particular entity's reportable customers or sources of compensation/income for an entity, describe:

- In detail the position you hold in the entity (examples: owner, board member, officer, partner, etc.) and the duties performed by you for that entity, if any (examples: setting policy, hiring, approving contracts, approving budgets, etc.). Please provide as much description as possible.
-

- If you (or if you are seeking office, will you) make any decisions as a public official that may benefit the customers of the entity for which you are seeking a modification, or sources of compensation/income for the entity for which you are seeking a modification?
-



7. **RESIDENTIAL ADDRESS.** Are you requesting to be exempted from disclosing the address of your personal residence in the Real Estate Section of the F-1? In this situation, you or your spouse may be a law enforcement officer, prosecutor, judge, or other official, and the disclosure of the address of your primary residence on the F-1 form could cause you or your family harm, based upon tangible evidence or a specific threat. If so, please explain in detail the **manifestly unreasonable hardship** if disclosure were required, and **why the purposes of the act would not be frustrated** if disclosure of the address was not required. If nondisclosure is based upon an anti-harassment or similar court order, please state.
-



8. **SPOUSAL SEPARATION.** Are you requesting to be exempted from disclosing information related to your spouse based on a pending or recent divorce or separation,

or bona fide separate property agreement or other bona fide separate status? In this situation, the filer has little or no knowledge of spouse's or former spouse's income, assets, liabilities or relationship to outside entities for which reporting may be required. (For example, do you file separate income tax returns?) The filer does not have access to spouse's or former spouse's financial information. The financial interest of the spouse or former spouse does not constitute a present or prospective source of income for the filer. If this is your situation, please describe.



9. **OTHER INFORMATION.** Is there any other information you want the Commission to consider regarding your modification request? (If you are attaching any information or documents, please describe attachments.)
-



- **IF YOU WILL NOT BE ATTENDING THE HEARING IN PERSON OR BY PHONE TO ATTEST THE ABOVE INFORMATION AND RESPOND TO COMMISSION QUESTIONS, YOU MUST ALSO COMPLETE AND SIGN THE ATTACHED CERTIFICATION PRIOR TO SUBMISSION.**

**Certification for an Application for a
Reporting Modification or Suspension
When Applicant Is Waiving Personal Appearance
At the Hearing
(Notary Not Required)**

I am waiving my personal appearance at the hearing on my request for a reporting modification or suspension, and request the Commission to consider my written application. I certify (or declare) under penalty of perjury under the laws of the State of Washington that the facts set forth in the attached application for a reporting modification are true and accurate to the best of my actual knowledge or belief.

List the date of the application request: _____

Entity or name of individual requesting reporting modification: _____

Your signature: _____

Your printed name: _____

Business street address: _____

City, state and zip code: _____

Telephone number: (____) ____ - ____

E-Mail Address: _____

Date Signed: _____

Place Signed (City and County): _____
City County

*RCW 9A.72.040 provides that: "(1) A person is guilty of false swearing if he makes a false statement, which he knows to be false, under an oath required or authorized by law. (2) False swearing is a gross misdemeanor."

IF YOU FAX OR SCAN AND SEND A COPY OF THIS SIGNED CERTIFICATION VIA E-MAIL TO THE PDC WITH YOUR MODIFICATION REQUEST, THE ORIGINAL MUST STILL BE PROVIDED. RETURN THE ORIGINAL OF THIS CERTIFICATION TO:

WASHINGTON STATE PUBLIC DISCLOSURE COMMISSION
711 Capitol Way Room 206
P.O. Box 40908
Olympia, WA 98504-0908
Attn: Reporting Modification Request

Washington State Public Disclosure Commission
Personal Financial Affairs Statement
Reporting Modification Application and Certification

Application Instructions

Request for exemption from reporting law firm clients pursuant to RCW 42.17A.120 and WAC 390-28-100

State law allows filers of the F-1 Personal Financial Affairs Statement to seek a modification or suspension of reporting some information. RCW 42.17A.120 states in part:

*The commission may suspend or modify any of the reporting requirements of this chapter if it finds that literal application of this chapter works a **manifestly unreasonable hardship** in a particular case and the suspension or modification **will not frustrate the purposes of this chapter**. The commission may suspend or modify reporting requirements only after a hearing is held and the suspension or modification receives approval from a majority of the commission. The commission shall act to suspend or modify any reporting requirements:*

- (a) Only if it determines that facts exist that are clear and convincing proof of the findings required under this section; and*
- (b) Only to the extent necessary to substantially relieve the hardship. (Emphasis added)*

Modifications, if granted by the Commission, cover only one reporting period. Another application must be made in the following years if you still need a modification.

To request a modification:

- (1)** Complete your Personal Financial Affairs Statement (PDC Form F- 1) including Supplemental attachments (except for the information for which you are seeking a modification – leave the relevant sections or lines blank on the F-1 form);
- (2)** Answer all applicable questions on this application. All applicants **must** complete questions #1 and #4;
- (3)** Include an email address for the PDC to use for correspondence regarding your request;
- (4)** Sign the certification, and
- (5)** Return this application, the signed certification (if waiving personal appearance at the public hearing) and your completed F-1 to the PDC.

Applications are due March 10th for annual filers, or prior to the two-week deadline for candidates and new appointees.

Questions? Contact PDC staff at (360) 753-1111; 1-877-601-2828 (toll-free in Washington State) or by e-mail at pdcc@pdcc.wa.gov.

Application Questionnaire

Applicant Information

Filer Name (as it appears on the F-1): _____

Office Held or Sought: _____

Period Covered by Request (calendar year or previous 12 months): _____

Filing Status (check one):

- An elected or state appointed official filing annual F-1
- Candidate filing F-1
- Newly appointed filing F-1

Is this a renewal of a previously granted request?

- Yes No

Instructions

Please answer each question below. You may attach court documents or other relevant items for consideration. **Please note that this application and any documents submitted for consideration are public documents subject to the Public Records Act RCW 42.56.**

1. **EMAIL ADDRESS.** Pursuant to RCW 42.17A.055, email is the official means of communication for the PDC. Please supply an email address to use for correspondence with you about your request.

Email address: _____

2. **CUSTOMER (CLIENTS) OF LAW FIRMS.** Are you requesting to be exempted from disclosing the business customers (clients) of a law firm listed on the F-1 Supplement Part A? Per WAC 390-28-090, the Commission may grant your modification request if it finds that identifying the business customers (clients) of the law firm listed on your F-1 Supplement would cause a manifestly unreasonable hardship and that granting the limited modification would not frustrate the purposes of the act. **If the disclosure of all reportable business customers (clients) of the law firm on the F-1 Supplement could cause an unreasonable hardship, please explain the hardship in detail.**

- List the name of the law firm for which you are seeking a modification request from reporting the firm's reportable customers (clients).

- Describe the size of the law firm such as annual sales, number of customers or accounts, the number of attorneys or other employees, and other pertinent information.

- How many business customers (clients) have paid the law firm more than \$12,000 during the reporting period and would be subject to disclosure?

- Do you have access to or knowledge of the law firm's customer (client) list? Yes No

- Does the firm have a website that identifies the firm's customer (client) list? Yes No

- If yes, identify the website.

- Did you disclose all of the law firm's customers (clients) for whom you have done legal work?
 Yes No

- Did you disclose all of the law firm's customers (clients) who are listed in Martindale Hubbell, the firm's website, public records, or promotional materials? Yes No

If you answered no, please explain why not.

- Did you disclose all of the governmental customers (clients) that have done business with the law firm? Yes No

If you answered no, please explain why not.

- Does the law firm have the ability to sort its customer (client) list to identify those paying more than \$12,000 during the reporting period? Yes No

- Do you have a 10% or more ownership interest in the law firm? Yes No

- Describe other relevant information you believe the Commission should consider as to why it would be a manifestly unreasonable hardship if the information was required to be disclosed.

- Did you disclose the purpose of all payments and the actual dollar amount the law firm received from the governmental unit in which you seek or hold office? (Please note that this information is required to be disclosed and will not be granted as part of your request.)
 Yes No

If you answered no, please explain why not.

3. NOT FRUSTRATE THE PURPOSES OF THE ACT. Please describe the jurisdiction or agency for which you hold or seek public office, and the duties performed by you as a public official (examples: adopting rules or ordinances, hiring staff, approving contracts, setting policy, etc.). Please explain why not disclosing the business customers of the law firm present no actual or potential conflict of interest.

4. CONFLICT RECUSAL. If any matter coming before you at the public entity you serve involves a conflict of interest between your personal interests and your public duties, will you recuse yourself from that matter, regardless of whether you have disclosed that personal interest on an F-1 form?

Yes No

If you answered no, please explain why not.

5. OTHER INFORMATION. Is there any other information you want the Commission to consider regarding your modification request? (If you are attaching any information or documents, please describe attachments.)

Hearing Process

Your request, including the F-1, F-1 Supplement, this Application Questionnaire and any other documents provided, will be presented at a public hearing.

You are not required to participate at the hearing. If you will not be attending the hearing in person or by telephone, you must complete and sign the attached certification prior to submission.

The Commission can grant your request in full, grant part of your request, deny your request, or ask for additional information to be heard at a future public hearing.

An order will be issued to you by e-mail with the Commission's decision.

**Certification for an Application
for a Reporting Modification or Suspension
When Applicant Is Waiving Personal Appearance
At the Hearing
(Notary Not Required)**

I am waiving my personal appearance at the hearing regarding my request for a reporting modification or suspension, and request that the Commission consider the information provided in my written application. I certify (or declare) under penalty of perjury under the laws of the State of Washington that the facts set forth in the attached application for a reporting modification are true and accurate to the best of my actual knowledge or belief.

List the date of the application request: _____

Entity or name of individual requesting reporting modification: _____

Your signature: _____

Your printed name: _____

Business street address: _____

City, state and zip code: _____

Telephone number: (____) ____-____

E-Mail Address: _____

Date Signed: _____

Place Signed (City and County):
City _____ County _____

*RCW 9A.72.040 provides that: "(1) A person is guilty of false swearing if he makes a false statement, which he knows to be false, under an oath required or authorized by law. (2) False swearing is a gross misdemeanor."

PLEASE SEND THIS SIGNED CERTIFICATION VIA E-MAIL TO THE PDC WITH YOUR MODIFICATION REQUEST AND YOUR COMPLETED F-1.

Washington State Public Disclosure Commission
Personal Financial Affairs Statement
Reporting Modification Application and Certification

Application Instructions

Request for exemption from reporting **Washington real estate**
pursuant to RCW 42.17A.120 and WAC 390-28-100

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- (3)** Include an email address for the PDC to use for correspondence regarding your request;
- (4)** Sign the certification, and
- (5)** Return this application, the signed certification (if waiving personal appearance at the public hearing) and your completed F-1 to the PDC.

Applications are due March 10th for annual filers, or prior to the two-week deadline for candidates and new appointees.

Questions? Contact PDC staff at (360) 753-1111; 1-877-601-2828 (toll-free in Washington State) or by e-mail at pdc@pdc.wa.gov.

Application Questionnaire

Applicant Information

Filer Name (as it appears on the F-1): _____

Office Held or Sought: _____

Period Covered by Request (calendar year or previous 12 months): _____

Filing Status (check one):

- An elected or state appointed official filing annual F-1
- Candidate filing F-1
- Newly appointed filing F-1

Is this a renewal of a previously granted request?

- Yes No

Instructions

Please answer each question below. You may attach court documents or other relevant items for consideration. **Please note that this application and any documents submitted for consideration are public documents subject to the Public Records Act RCW 42.56.**

1. **EMAIL ADDRESS.** Pursuant to RCW 42.17A.055, email is the official means of communication for the PDC. Please supply an email address to use for correspondence with you about your request.

Email address: _____

2. **IDENTIFICATION OF REAL ESTATE.** Are you requesting to be exempted from disclosing Washington real estate on the F-1 or F-1 Supplement? Per WAC 390-28-090, the Commission may grant your modification request if it finds that identifying real estate on your F-1 or F-1 Supplement would cause a manifestly unreasonable hardship and that granting the limited modification would not frustrate the purposes of the act. **If the disclosure of real estate on the F-1 or F-1 Supplement could cause you or your family harm, based upon evidence of a specific threat, a no contact order or similar personal safety concern, please explain the hardship in detail.**

3. **NOT FRUSTRATE THE PURPOSES OF THE ACT.** Please describe the jurisdiction or agency for which you hold or seek public office, and the duties performed by you as a public official (examples: adopting rules or ordinances, hiring staff, approving

contracts, setting policy, presiding over cases, etc.). Also explain why your real estate holdings present no actual or potential conflict of interest.

4. **CONFLICT RECUSAL.** If any matter coming before you at the public entity you serve involves a conflict of interest between your personal interests and your public duties, will you recuse yourself from that matter, regardless of whether you have disclosed that personal interest on an F-1 form?

Yes No

If you answered no, please explain why not.

5. **OTHER INFORMATION.** Is there any other information you want the Commission to consider regarding your modification request? (If you are attaching any information or documents, please describe attachments.)
-

Hearing Process

Your request, including the F-1, F-1 Supplement, this Application Questionnaire and any other documents provided, will be presented at a public hearing.

You are not required to participate at the hearing. If you will not be attending the hearing in person or by telephone, you must complete and sign the attached certification prior to submission.

The Commission can grant your request in full, grant part of your request, deny your request, or ask for additional information to be heard at a future public hearing.

An order will be issued to you by e-mail with the Commission's decision.

**Certification for an Application
for a Reporting Modification or Suspension
When Applicant Is Waiving Personal Appearance
At the Hearing
(Notary Not Required)**

I am waiving my personal appearance at the hearing regarding my request for a reporting modification or suspension, and request that the Commission consider the information provided in my written application. I certify (or declare) under penalty of perjury under the laws of the State of Washington that the facts set forth in the attached application for a reporting modification are true and accurate to the best of my actual knowledge or belief.

List the date of the application request: _____

Entity or name of individual requesting reporting modification: _____

Your signature: _____

Your printed name: _____

Business street address: _____

City, state and zip code: _____

Telephone number: (____) ____ - ____

E-Mail Address: _____

Date Signed: _____

Place Signed (City and County):

City County _____

*RCW 9A.72.040 provides that: "(1) A person is guilty of false swearing if he makes a false statement, which he knows to be false, under an oath required or authorized by law. (2) False swearing is a gross misdemeanor."

PLEASE SEND THIS SIGNED CERTIFICATION VIA E-MAIL TO THE PDC WITH YOUR MODIFICATION REQUEST AND YOUR COMPLETED F-1.

Washington State Public Disclosure Commission
Personal Financial Affairs Statement
Reporting Modification Application and Certification

Application Instructions

Request for exemption from reporting **business and governmental customers pursuant to RCW 42.17A.120 and WAC 390-28-100**

State law allows filers of the F-1 Personal Financial Affairs Statement to seek a modification or suspension of reporting some information. RCW 42.17A.120 states in part:

*The commission may suspend or modify any of the reporting requirements of this chapter if it finds that literal application of this chapter works a **manifestly unreasonable hardship** in a particular case and the suspension or modification **will not frustrate the purposes of this chapter**. The commission may suspend or modify reporting requirements only after a hearing is held and the suspension or modification receives approval from a majority of the commission. The commission shall act to suspend or modify any reporting requirements:*

- (a) Only if it determines that facts exist that are clear and convincing proof of the findings required under this section; and*
- (b) Only to the extent necessary to substantially relieve the hardship. (Emphasis added)*

Modifications, if granted by the Commission, cover only one reporting period. Another application must be made in the following years if you still need a modification.

To request a modification:

- (1)** Complete your Personal Financial Affairs Statement (PDC Form F- 1) including Supplemental attachments (except for the information for which you are seeking a modification – leave the relevant sections or lines blank on the F-1 form);
- (2)** Answer all applicable questions on this application. All applicants **must** complete questions #1 and #4;
- (3)** Include an email address for the PDC to use for correspondence regarding your request;
- (4)** Sign the certification, and
- (5)** Return this application, the signed certification (if waiving personal appearance at the public hearing) and your completed F-1 to the PDC.

Applications are due March 10th for annual filers, or prior to the two-week deadline for candidates and new appointees.

Questions? Contact PDC staff at (360) 753-1111; 1-877-601-2828 (toll-free in Washington State) or by e-mail at pdcc@pdcc.wa.gov.

Application Questionnaire

Applicant Information

Filer Name (as it appears on the F-1): _____

Office Held or Sought: _____

Period Covered by Request (calendar year or previous 12 months): _____

Filing Status (check one):

- An elected or state appointed official filing annual F-1
- Candidate filing F-1
- Newly appointed filing F-1

Is this a renewal of a previously granted request?

- Yes No

Instructions

Please answer each question below. You may attach court documents or other relevant items for consideration. **Please note that this application and any documents submitted for consideration are public documents subject to the Public Records Act RCW 42.56.**

1. **EMAIL ADDRESS.** Pursuant to RCW 42.17A.055, email is the official means of communication for the PDC. Please supply an email address to use for correspondence with you about your request.

Email address: _____

2. **INCOME AND OWNERSHIP INTERESTS.** Are you requesting to be exempted from disclosing the business or governmental* customers of an entity listed on the F-1 Supplement Part A? **If the disclosure of business or governmental customers on the F-1 Supplement could violate a confidentiality agreement, create a competitive disadvantage or cause an unreasonable hardship due to customer volume, limited staff resources, or an inability to sort customer list, please explain the hardship in detail.** (*Please note that the Commission rarely grants an exemption for governmental customers. If you are including this in your request, please provide additional detail regarding the hardship.)

- List the name of each entity, business, union, association, non-profit, charitable organization, or other entity for which you are seeking a modification from reporting the entity's reportable customers.

-
- Describe the size of the entity such as annual sales, number of customers or accounts, the number of employees, and other pertinent information.
-

- How many business customers have paid the entity more than \$12,000 during the reporting period and would be subject to disclosure? If you are requesting an exemption from identifying governmental customers as well, please include the same detail.
-

- Do you have access to the entity's customer list? Yes No
- Are you involved in the day-to-day operations of the entity? Yes No
- Are any of the entity's customers listed in public sources, publications, websites or other public records? Yes No
- If yes, identify the website or other public location.

-
- Does the entity have the ability to sort its customer list to identify those paying more than \$12,000 during the reporting period? Yes No
 - Do you have a 10% or more ownership interest in the entity? Yes No
 - Describe other relevant information you believe the Commission should consider as to why it would be a manifestly unreasonable hardship if the information was required to be disclosed.
-

- Did you disclose the purpose of all payments and the actual dollar amount the entity received from the governmental unit in which you seek or hold office? (Please note that this information is required to be disclosed and will not be granted as part of your request.) Yes No

If you answered no, please explain why not.

- 3. NOT FRUSTRATE THE PURPOSES OF THE ACT. Please describe the jurisdiction or agency for which you hold or seek public office, and the duties performed by you as a public official (examples: adopting rules or ordinances, hiring staff, approving contracts, setting policy, etc.). Please explain why not disclosing the business or governmental customers of the entity present no actual or potential conflict of interest.**
-

4. CONFLICT RECUSAL. If any matter coming before you at the public entity you serve involves a conflict of interest between your personal interests and your public duties, will you recuse yourself from that matter, regardless of whether you have disclosed that personal interest on an F-1 form?

Yes No

If you answered no, please explain why not.

5. OTHER INFORMATION. Is there any other information you want the Commission to consider regarding your modification request? (If you are attaching any information or documents, please describe attachments.)

Hearing Process

Your request, including the F-1, F-1 Supplement, this Application Questionnaire and any other documents provided, will be presented at a public hearing.

You are not required to participate at the hearing. If you will not be attending the hearing in person or by telephone, you must complete and sign the attached certification prior to submission.

The Commission can grant your request in full, grant part of your request, deny your request, or ask for additional information to be heard at a future public hearing.

An order will be issued to you by e-mail with the Commission's decision.

**Certification for an Application
for a Reporting Modification or Suspension
When Applicant Is Waiving Personal Appearance
At the Hearing
(Notary Not Required)**

I am waiving my personal appearance at the hearing regarding my request for a reporting modification or suspension, and request that the Commission consider the information provided in my written application. I certify (or declare) under penalty of perjury under the laws of the State of Washington that the facts set forth in the attached application for a reporting modification are true and accurate to the best of my actual knowledge or belief.

List the date of the application request: _____

Entity or name of individual requesting reporting modification: _____

Your signature: _____

Your printed name: _____

Business street address: _____

City, state and zip code: _____

Telephone number: (____) ____ - ____

E-Mail Address: _____

Date Signed: _____

Place Signed (City and County): _____
City County

*RCW 9A.72.040 provides that: "(1) A person is guilty of false swearing if he makes a false statement, which he knows to be false, under an oath required or authorized by law. (2) False swearing is a gross misdemeanor."

PLEASE SEND THIS SIGNED CERTIFICATION VIA E-MAIL TO THE PDC WITH YOUR MODIFICATION REQUEST AND YOUR COMPLETED F-1.

Washington State Public Disclosure Commission
Personal Financial Affairs Statement
Reporting Modification Application and Certification

Application Instructions

Request for exemption(s) pursuant to RCW 42.17A.120 and WAC 390-28-100

State law allows filers of the F-1 Personal Financial Affairs Statement to seek a modification or suspension of reporting some information. RCW 42.17A.120 states in part:

*The commission may suspend or modify any of the reporting requirements of this chapter if it finds that literal application of this chapter works a **manifestly unreasonable hardship** in a particular case and the suspension or modification **will not frustrate the purposes of this chapter**. The commission may suspend or modify reporting requirements only after a hearing is held and the suspension or modification receives approval from a majority of the commission. The commission shall act to suspend or modify any reporting requirements:*

- (a) Only if it determines that facts exist that are clear and convincing proof of the findings required under this section; and*
- (b) Only to the extent necessary to substantially relieve the hardship. (Emphasis added)*

Modifications, if granted by the Commission, cover only one reporting period. Another application must be made in the following years if you still need a modification.

To request a modification:

- (1)** Complete your Personal Financial Affairs Statement (PDC Form F- 1) including Supplemental attachments (except for the information for which you are seeking a modification – leave the relevant sections or lines blank on the F-1 form);
- (2)** Answer all applicable questions on this application. All applicants **must** complete questions #1 and #12;
- (3)** Include an email address for the PDC to use for correspondence regarding your request;
- (4)** Sign the certification, and
- (5)** Return this application, the signed certification (if waiving personal appearance at the public hearing) and your completed F-1 to the PDC.

Applications are due March 10th for annual filers, or prior to the two-week deadline for candidates and new appointees.

Questions? Contact PDC staff at (360) 753-1111; 1-877-601-2828 (toll-free in Washington State) or by e-mail at pdcc@pdcc.wa.gov.

Application Questionnaire

Applicant Information

Filer Name (as it appears on the F-1): _____

Office Held or Sought: _____

Period Covered by Request (calendar year or previous 12 months): _____

Filing Status (check one):

An elected or state appointed official filing annual F-1

Candidate filing F-1

Newly appointed filing F-1

Is this a renewal of a previously granted request?

Yes No

Instructions

Please answer each question below. You may attach court documents or other relevant items for consideration. **Please note that this application and any documents submitted for consideration are public documents subject to the Public Records Act RCW 42.56.**

- 1. EMAIL ADDRESS.** Pursuant to RCW 42.17A.055, email is the official means of communication for the PDC. Please supply an email address to use for correspondence with you about your request.

Email address: _____

- 2. IDENTIFICATION OF REAL ESTATE.** Are you requesting to be exempted from disclosing Washington real estate on the F-1 or F-1 Supplement? Per WAC 390-28-090, the Commission may grant your modification request if it finds that identifying real estate on your F-1 or F-1 Supplement would cause a manifestly unreasonable hardship and that granting the limited modification would not frustrate the purposes of the act. **If the disclosure of real estate on the F-1 or F-1 Supplement could cause you or your family harm, based upon evidence of a specific threat, a no contact order or similar personal safety concern, please explain the hardship in detail.**

- 3. NOT FRUSTRATE THE PURPOSES OF THE ACT.** Please describe the jurisdiction or agency for which you hold or seek public office, and the duties performed by you as a public official (examples: adopting rules or ordinances, hiring staff,

approving contracts, setting policy, presiding over cases, etc.). Also explain why your real estate holdings present no actual or potential conflict of interest.

4. **INCOME AND OWNERSHIP INTERESTS.** Are you requesting to be exempted from disclosing the business or governmental* customers of an entity listed on the F-1 Supplement Part A? **If the disclosure of business or governmental customers on the F-1 Supplement could violate a confidentiality agreement, create a competitive disadvantage or cause an unreasonable hardship due to customer volume, limited staff resources, or an inability to sort customer list, please explain the hardship in detail.** (*Please note that the Commission rarely grants an exemption for governmental customers. If you are including this in your request, please provide additional detail regarding the hardship.)

-
- List the name of each entity, business, union, association, non-profit, charitable organization, or other entity for which you are seeking a modification from reporting the entity's reportable customers.
-

- Describe the size of the entity such as annual sales, number of customers or accounts, the number of employees, and other pertinent information.
-

- How many business customers have paid the entity more than \$12,000 during the reporting period and would be subject to disclosure? If you are requesting an exemption from identifying governmental customers as well, please include the same detail.
-

- Do you have access to the entity's customer list? Yes No

- Are you involved in the day-to-day operations of the entity? Yes No

- Are any of the entity's customers listed in public sources, publications, websites or other public records? Yes No

- If yes, identify the website or other public location.
-

- Does the entity have the ability to sort its customer list to identify those paying more than \$12,000 during the reporting period? Yes No

- Do you have a 10% or more ownership interest in the entity? Yes No

- Describe other relevant information you believe the Commission should consider as to why it would be a manifestly unreasonable hardship if the information was required to be disclosed. _____
- Did you disclose the purpose of all payments and the actual dollar amount the entity received from the governmental unit in which you seek or hold office? (Please note that this information is required to be disclosed and will not be granted as part of your request.) Yes No

If you answered no, please explain why not.

5. NOT FRUSTRATE THE PURPOSES OF THE ACT. Please describe the jurisdiction or agency for which you hold or seek public office, and the duties performed by you as a public official (examples: adopting rules or ordinances, hiring staff, approving contracts, setting policy, etc.). Please explain why not disclosing the business or governmental customers of the entity present no actual or potential conflict of interest.

6. CUSTOMER (CLIENTS) OF LAW FIRMS. Are you requesting to be exempted from disclosing the business customers (clients) of a law firm listed on the F-1 Supplement Part A? Per WAC 390-28-090, the Commission may grant your modification request if it finds that identifying the business customers (clients) of the law firm listed on your F-1 Supplement would cause a manifestly unreasonable hardship and that granting the limited modification would not frustrate the purposes of the act. If the disclosure of all reportable business customers (clients) of the law firm on the F-1 Supplement could cause an unreasonable hardship, please explain the hardship in detail.

- _____
 - List the name of the law firm for which you are seeking a modification request from reporting the firm's reportable customers (clients).

- _____
 - Describe the size of the law firm such as annual sales, number of customers or accounts, the number of attorneys or other employees, and other pertinent information.

- _____
 - How many business customers (clients) have paid the law firm more than \$12,000 during the reporting period and would be subject to disclosure?

- _____
 - Do you have access to the law firm's customer (client) list? Yes No

- Are you involved in the day-to-day operations of the law firm? Yes No
- Are any of the law firm's customers (clients) listed in public sources, publications, websites or other public records? Yes No
- If yes, identify the website or other public location.

- Did you disclose all of the law firm's customers (clients) for whom you have done legal work? Yes No
- Did you disclose all of the law firm's customers (clients) who are listed in Martindale Hubbell, the firm's resume, website or similar promotional materials? Yes No

If you answered no, please explain why not.

- Did you disclose all of the governmental customers (clients) that have done business with the law firm? Yes No

If you answered no, please explain why not.

- Does the law firm have the ability to sort its customer (client) list to identify those paying more than \$12,000 during the reporting period? Yes No
- Do you have a 10% or more ownership interest in the law firm? Yes No
- Describe other relevant information you believe the Commission should consider as to why it would be a manifestly unreasonable hardship if the information was required to be disclosed. _____

- Did you disclose the purpose of all payments and the actual dollar amount the law firm received from the governmental unit in which you seek or hold office? (Please note that this information is required to be disclosed and will not be granted as part of your request.)
 Yes No

If you answered no, please explain why not.

7. NOT FRUSTRATE THE PURPOSES OF THE ACT. Please describe the jurisdiction or agency for which you hold or seek public office, and the duties performed by

you as a public official (examples: adopting rules or ordinances, hiring staff, approving contracts, setting policy, etc.). Please explain why not disclosing the business customers of the law firm present no actual or potential conflict of interest.

8. SPOUSAL SEPARATION. Are you requesting to be exempted from disclosing information related to your spouse based on a pending or recent divorce or separation, or bona fide separate property agreement or other bona fide separate status? Per WAC 390-28-090, the Commission may grant your modification request if it finds that disclosing reportable information related to your spouse on your F-1 or F-1 Supplement would cause a manifestly unreasonable hardship and that granting the limited modification would not frustrate the purposes of the act.

To prove a hardship, filers must show:

- a. **They have little or no knowledge of a spouse's or former spouse's income, assets, liabilities or relationship to outside entities for which reporting may be required;**
- b. **they do not have access to spouse's or former spouse's financial information, and**
- c. **the financial interest of the spouse or former spouse does not constitute a present or prospective source of income for the filer.**

If this is your situation, please describe.

9. NOT FRUSTRATE THE PURPOSES OF THE ACT. Please describe the jurisdiction or agency for which you hold or seek public office, and the duties performed by you as a public official (examples: adopting rules or ordinances, hiring staff, approving contracts, setting policy, etc.). Please explain why not disclosing the reportable information related to your spouse presents no actual or potential conflict of interest.

- Did you disclose all reportable information, including business customers, governmental customers, real estate, income and ownership interests of your spouse of which you are aware? Yes No

If you answered no, please explain why not.

10. EXEMPTION -- OTHER. Are you requesting to be exempted from disclosing reportable information on the F-1 or F-1 Supplement not already included above? Per WAC 390-28-090, the Commission may grant your modification request if it finds that literal application

of the law would cause a manifestly unreasonable hardship and that granting the limited modification would not frustrate the purposes of the act. **Please explain the hardship in detail.**

11. NOT FRUSTRATE THE PURPOSES OF THE ACT. Please describe the jurisdiction or agency for which you hold or seek public office, and the duties performed by you as a public official (examples: adopting rules or ordinances, hiring staff, approving contracts, setting policy, etc.). Please explain why not disclosing the reportable information described above presents no actual or potential conflict of interest.

- Have you provided the required information required in WAC 390-28-100 that is applicable to the specific exemption you are requesting? Yes No

If you answered no, please explain why not.

12. CONFLICT RECUSAL. If any matter coming before you at the public entity you serve involves a conflict of interest between your personal interests and your public duties, will you recuse yourself from that matter, regardless of whether you have disclosed that personal interest on an F-1 form?

- Yes No

If you answered no, please explain why not.

13. OTHER INFORMATION. Is there any other information you want the Commission to consider regarding your modification request? (If you are attaching any information or documents, please describe attachments.)

Hearing Process

Your request, including the F-1, F-1 Supplement, this Application Questionnaire and any other documents provided, will be presented at a public hearing.

You are not required to participate at the hearing. If you will not be attending the hearing in person or by telephone, you must complete and sign the attached certification prior to submission.

The Commission can grant your request in full, grant part of your request, deny your request, or ask for additional information to be heard at a future public hearing.

An order will be issued to you by e-mail with the Commission's decision.

DRAFT

Washington State Public Disclosure Commission
Personal Financial Affairs Statement
Reporting Modification RENEWAL

Application Instructions

State law allows filers of the F-1 Personal Financial Affairs Statement to seek a modification or suspension of reporting some information. (RCW 42.17A.120).

Modifications cover only one reporting period. Another application must be made in the following years if you still need a modification.

To request a renewal of a previously granted partial reporting modification:

- (1)** Complete your Personal Financial Affairs Statement (PDC Form F- 1) including Supplemental attachments (*except* for the information for which you are seeking a modification – leave the relevant sections or lines blank on the F-1 form);
- (2)** Review your previously granted modification;
- (3)** Answer all applicable questions on this application. All applicants **must** complete questions #1, #3 and #4;
- (4)** Include an email address for the PDC to use for correspondence regarding your request; and
- (5)** Return this application, the signed certification (if waiving personal appearance at the public hearing) and your completed F-1 to the PDC.

Applications are due March 10th for annual filers, or prior to the two-week deadline for candidates and new appointees.

Your request, including the F-1, F-1 Supplement, this Application Questionnaire and a copy of your previously granted modification application, will be presented at a public hearing.

You are not required to participate at the hearing. If you will not be attending the hearing in person or by telephone, you must complete and sign the attached certification prior to submission.

The Commission can grant your request in full, grant part of your request, deny your request, or ask for additional information to be heard at a future public hearing.

An order will be issued to you by e-mail with the Commission's decision.

Questions? Contact PDC staff at (360) 753-1111; 1-877-601-2828 (toll-free in Washington State) or by e-mail at pdcc@pdcc.wa.gov.

Application Questionnaire

Applicant Information

Filer Name (as it appears on the F-1): _____

Office Held or Sought: _____

Period Covered by Request (calendar year or previous 12 months): _____

Please answer each question below. **Please note that this application and any documents submitted for consideration are public documents subject to the Public Records Act RCW 42.56.**

- 1. EMAIL ADDRESS.** Pursuant to RCW 42.17A.055, email is the official means of communication for the PDC. Please supply an email address to use for correspondence with you about your request.

Email address: _____

- 2. CURRENT CUSTOMER (OR LAW FIRM CLIENT) LIST, IF APPLICABLE.** Are you requesting a renewal of a previously granted partial exemption from disclosing the business customers (or law firm clients) listed on the F-1 Supplement Part A? Per WAC 390-28-090, you may be required to provide list of customers or law firm clients for each reporting period for which the modification is applicable.

If applicable, are you providing a list of current customers (or law firm clients) as required pursuant to the partial modification you were granted for the previous reporting period?

Yes No

- 3. CONFLICT RECUSAL.** If any matter coming before you at the public entity you serve involves a conflict of interest between your personal interests and your public duties, will you recuse yourself from that matter, regardless of whether you have disclosed that personal interest on an F-1 form?

Yes No If you answered no, please explain why not.

- 4. I HAVE REVIEWED MY INITIAL REPORTING MODIFICATION AND ANY SUBSEQUENT RENEWAL REQUESTS AND CERTIFY THAT THERE ARE NO CHANGES TO THE FACTS RELATED TO MY REQUEST EXCEPT AS NOTED IN THIS APPLICATION.**

(Applicant's signature)

(9/18)

Certification for an Application for a Reporting Modification or Suspension When Applicant Is Waiving Personal Appearance At the Hearing (Notary Not Required)

I am waiving my personal appearance at the hearing regarding my request for a reporting modification or suspension, and request that the Commission consider the information provided in my written application. I certify (or declare) under penalty of perjury under the laws of the State of Washington that the facts set forth in the attached application for a reporting modification are true and accurate to the best of my actual knowledge or belief.

List the date of the application request: _____

Entity or name of individual requesting reporting modification: _____

Your signature: _____

Your printed name: _____

Business street address: _____

City, state and zip code: _____

Telephone number: (____) _____ - _____

E-Mail Address: _____

Date Signed: _____

Place Signed (City and County):

City County

*RCW 9A.72.040 provides that: "(1) A person is guilty of false swearing if he makes a false statement, which he knows to be false, under an oath required or authorized by law. (2) False swearing is a gross misdemeanor."

PLEASE SEND THIS SIGNED CERTIFICATION VIA E-MAIL TO THE PDC WITH YOUR MODIFICATION REQUEST AND YOUR COMPLETED F-1.