

## Ethics Disclosure Form

**CONFIDENTIAL**  
**Notification of Potential Violation**  
**Public Employee Disclosure**

TO: \_\_\_\_\_, Designated Ethics Supervisor, \_\_\_\_\_  
(Name) (Agency, Board, Commission)

In accordance with AS 39.52.210, I am notifying you of a situation which may result in a violation of the Code of Ethics by me.

I am requesting your determination regarding a possible violation of:

- AS 39.52.120, Misuse of Official Position
- AS 39.52.130, Improper Gifts
- AS 39.52.140, Improper Use or Disclosure of Information
- AS 39.52.150, Improper Influence in State Grants, Contracts, Leases or Loans
- AS 39.52.160, Improper Representation
- AS 39.52.170, Outside Employment Restricted
- AS 39.52.180, Restrictions on Employment after Leaving State Service
- AS 39.52.190, Aiding a Violation Prohibited

The situation is as follows:

- I have provided additional information in the attached document(s).

**I understand that I should refrain from taking any official action relating to this matter until I receive your advice.** I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

\_\_\_\_\_  
(Public Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Position Title)

\_\_\_\_\_  
(Location)

\_\_\_\_\_  
(Division/Agency/Board/Commission)

*Note: Under AS 39.52.210, a public employee who is involved in a matter that may result in a violation of AS 39.52.110 - 39.52.190 shall refrain from taking any official action relating to the matter and immediately disclose the matter in writing to the designated ethics supervisor. A copy of this disclosure and the ethics supervisor's determination must be submitted to the attorney general with the next quarterly report.*