

State Ethics Commission Forms Requirements

FORM*	EE/SSO**	FREQUENCY	SEND TO SEC	AUTHORITY
UEC Receipts	Both	One and Done	No	<i>N.J.S.A.</i> 52:13D- 23/ <i>N.J.A.C.</i> 19:61-2.2(a)(1)
Plain Language Guide Receipts	Both	One and Done	No	<i>N.J.S.A.</i> 52:13D-21(o)/ <i>N.J.A.C.</i> 19:61-2.3(b)
Supplemental Code Receipts	Both	One and Done	No	<i>N.J.S.A.</i> 52:13D- 23(a)(1)/ <i>N.J.A.C.</i> 19:61-2.2(b)(3)
Outside Activity Questionnaire (OAQ)	EE	At minimum, every 3 years/update when necessary/send annual reminder	No	<i>N.J.A.C.</i> 19:61:5.9/ UEC Section VI
Outside Employment Questionnaire (OEQ) or Conflict of Interest Form (COI)	SSO	At minimum, every 3 years/update when necessary/send annual reminder	No	<i>N.J.A.C.</i> 19:61.5.9(e)/ UEC Section VI
Supervisory COI (Nepotism)	EE	One and Done/update when necessary/send annual reminder	No	<i>N.J.S.A.</i> 52:13D- 21.2/ <i>N.J.A.C.</i> 19:61-5.7(c)/UEC Section XIII
Personal & Business Relationships Disclosure Forms (PBRD) (Procurement)	Both	One and Done/update when necessary/send annual reminder	Yes, via email	<i>N.J.S.A.</i> 52:34-10.9 (Treasury Statute)
Request for Attendance at Events	Both	Prior to attending an event	Only speaker exception when accepting benefits (via email)	<i>N.J.A.C.</i> 19:61-6.3(b); <i>N.J.A.C.</i> 19:61-6.8/UEC Section IV/ <i>N.J.A.C.</i> 19:61-6.4(f)
Joint Venture	Agency	Prior to JV with private sector entities	Yes, via email	SEC Guidelines on Joint Ventures and Private Financing of State Activities/EO 189/ <i>N.J.S.A.</i> 52:13D-14
Annual College/University Disclosure Forms (Scholarly Capacity)	College /University Faculty	Annually by Sept/Oct (covers prior academic year July 1 – June 30)	Yes, via email	<i>N.J.A.C.</i> 19:61-6.4(d); <i>N.J.A.C.</i> 19:61-6.10(a)

*FDS Forms (EO 24) and College/University Trustee COI Forms (EO 64) that are electronically filed within the first 120 days and annually by May 15 are not listed.

** EE = State employee; SSO = special State officer