## THE ETHICS HEARING BOARD

## REQUEST FOR ADVISORY OPINION

A person may request an informal or formal advisory opinion from the Ethics Hearing Board when he/she has a concern that an anticipated action by him or her may be a violation of the Code of Ethics. Advisory opinions can be sought only regarding actions of the requesting individual with respect to future actions only. Your request must be in writing and signed by the person making the request.

Each request shall be specific and must be accompanied by all relevant and material information bearing on the conduct for which an Advisory Opinion is requested and on the circumstances of the prospective conduct, including background information, complete copies of all operative documents, and detailed statements of all oral understandings, if any. A request will not be deemed complete until the Ethics Hearing Board receives any additional information, if same is requested.

The Ethic Hearing Board's informal opinions may be relied upon, in good faith, but will not be binding upon the Hearing Board or upon the person making the request. A formal advisory opinion rendered by the Ethics Hearing Board, until and unless amended or revoked prior to the commencement of the questioned act, is binding upon the Ethics Hearing Board in any subsequent proceeding concerning the person or entity that requested the opinion, or to which the advisory opinion referred, and acted in good faith, unless the requester omitted or misstated a material act in requesting the advisory opinion. A material fact is to be determined by the Ethics Hearing Board.

1.	The undersigned submits this request for a (check one) formal informal advisory opinion from the Ethics Hearing Board.		
2.	Your name		
3.	Address		
4.	Telephone number Email		
5.	Position or Title held		
6.	Please provide a description of anticipated conduct that may cause a violation of the Ethic Code The person requesting an Advisory Opinion is under an affirmative obligation to make full and true disclosure with respect to the conduct for which an opinion is requested. Please attach additional sheets, if necessary.		

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	I, certify that the with	in statement is a true, correct and
complet	e disclosure with respect to the proposed conduct and	the circumstances of the conduct.
Date_		
		Signature
		<b>5</b>
		D.C. I. N
		Print Name