



**COVER SHEET INSTRUCTIONS:**

- Use **one cover sheet per disclosed matter**. Type or print legibly.
- Identify the disclosed matter by name, date and reviewing entity.
- Identify the required documents **by name** in the space provided and attach the documents in the order listed. Visit [www.nbcc.org/ethics](http://www.nbcc.org/ethics) to view examples.
- Make sure that all attached documents are full size, complete and legible.
- Retain copies for your records. Submitted materials are not returned.
- Place disclosure cover sheet(s) and attached required documents in order listed on the cover sheet in a single, sealed envelope and mail to the **NBCC Ethics Department at 3 Terrace Way, Greensboro, NC 27403**.

Last Name	First Name	NBCC Applicant Number
<b>DISCLOSURE INFORMATION</b>		
<b>Type of Disclosure</b>	<input type="checkbox"/> Criminal matter <input type="checkbox"/> Legal matter relating to business or occupational activity <input type="checkbox"/> Professional complaint matter (e.g., state board review) <input type="checkbox"/> Disciplinary action, unrelated to grades, by a graduate program <input type="checkbox"/> Employment termination due to conduct	
<b>Required Disclosure Matter</b> (i.e., the charge or specific conduct matter)		
<b>Date of Charge for Disclosure Matter</b> (Month/Day/Year)		
<b>Name of Reviewing Entity</b> (e.g., State of Virginia, the Department of Regulatory Agencies, etc.)		
<b>REQUIRED DOCUMENTS</b>		
<b>Identify the title of respective attached document(s) in the right hand column and place in order listed below.</b>		
<b>Personal Statement of the Disclosed Matter</b> (Please type or print legibly.)	Personal Statement	
<b>Charging Documents</b> (e.g., complaint, citation)		
<b>Outcome Documents</b> (e.g., judgment, plea, consent agreement)		
<b>Required Actions, if applicable</b> (e.g., improvement plan, sentencing orders)		
<b>Required Action Completion Documents, if applicable</b> (Attach all documents that show compliance with required actions.)		