



Application Disclosure Cover Sheet

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 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 the order listed on the cover sheet and email to ethics@nbcc.org or mail in a single, sealed envelope to:
NBCC Ethics Department, 3 Terrace Way, Greensboro, NC 27403.

Last Name	First Name	NBCC Number
DISCLOSURE INFORMATION		
Type of Disclosure	<input type="checkbox"/> Criminal felony, misdemeanor, or similar charge, complaint, indictment, or information <input type="checkbox"/> Other criminal conviction matter(s) within the past ten (10) years <input type="checkbox"/> Government agency or professional organization disciplinary complaint matter or investigation (e.g., state licensing agency review/investigation) within the past ten (10) years <input type="checkbox"/> Defendant/subject of a civil (non-criminal) complaint, lawsuit, or other legal matter related to professional or business activities	
Required Disclosure Matter (i.e., the charge or specific conduct matter)		
Date of Charge for Disclosure Matter (Month/Day/Year)		
Name of Reviewing Entity (e.g., State of Virginia, the Department of Regulatory Agencies)		
REQUIRED DOCUMENTS		
Identify the title of respective attached document(s) in the right-hand column and attach in the order listed below.		
Personal Statement (Please type or print legibly.)	Personal Statement	
Charging Documents (e.g., complaint, citation)		
Outcome Documents (e.g., judgment, plea, consent agreement)		
Required Actions, if applicable (e.g., improvement plan, sentencing orders)		
Required Action Completion Documents, if applicable (Attach all documents that show compliance with required actions.)		