



## 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](http://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](mailto: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
<b>DISCLOSURE INFORMATION</b>		
<b>Type of Disclosure</b>	<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	
<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)		
<b>REQUIRED DOCUMENTS</b>		
Identify the title of respective attached document(s) in the right-hand column and attach in the order listed below.		
<b>Personal Statement</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.)		