



**PUBLIC FINANCIAL DISCLOSURE PROCESS SUMMARY
FOR MAJOR PARTY CANDIDATES FOR PRESIDENT
OR VICE PRESIDENT OF THE UNITED STATES**

(November 2022)

The following is the process which applies to major party candidates for President or Vice President of the United States.

I. REVIEW AND AMENDMENT REQUEST PROCESS

Reasonable efforts are made to review the report and make any amendments informally. The following steps describe the Review and Amendment Process.

1. Within five workdays of assignment, OGE transmits the questions and information requests regarding the report to the candidate's representative and will request a response confirming receipt.
2. OGE will also contact the candidate's representative by phone. In that conversation, OGE:
 - will provide a basic overview of the process;
 - explain that any revised or new pages will need to be initialed personally by the candidate and caution against having the candidate initial any pages until OGE has reviewed the pages and provided feedback;
 - inform the candidate's representative that OGE would like to resolve all outstanding issues within 30 days through an informal process;
 - note that the report will be released if requested 30 days after receipt by OGE; and
 - inform the representative that, after 60 days, OGE may send a letter to the candidate noting the candidate's failure to provide adequate information and setting a deadline for compliance.
3. Twenty-five days after receipt, OGE will send an e-mail to the candidate's representative indicating it will be 30 days from the date OGE received the report on the date specified in the e-mail and, if possible, OGE would like to be able to certify the report by the 30th day.
4. When OGE concludes that all identified issues in the report have been satisfactorily resolved, OGE then notifies the candidate's representative that the candidate may initial any revised or new pages. If a candidate withdraws from the race, initialed amended pages are not required.
5. Once amended pages are prepared and the report is ready for certification, OGE will annotate the cover page to indicate the pages that have been amended.



6. After OGE concludes that all issues have been resolved, OGE certifies the report. OGE will make a copy of the certified report available for request on the OGE website.

II. REPORTS NOT ABLE TO BE CERTIFIED AFTER 50 DAYS OF RECEIPT

1. If the report has not been certified after 50 days from receipt by OGE, OGE will send an e-mail to the candidate or candidate's representative to inform them that OGE is preparing to send them a letter regarding their failure to provide adequate information if all the issues cannot be resolved within the next 10 days.
2. After expiration of the 60-day period, OGE sends a letter to the candidate and/or the candidate's representative, which is posted to OGE's website. The letter establishes a 30-day deadline for resolving all outstanding issues through a written amendment. The letter is sent using a process that results in proof of receipt. If the candidate is making progress on the report and resolution of all outstanding issues is imminent, however, OGE may delay issuance of the letter by up to 10 days upon request by the candidate's representative. At the end of the 10-day period, only OGE's Director can make a determination to delay issuing the letter for a final 10-day period. In making the determination whether to delay issuing the letter, OGE's Director considers the following factors:
 - The extent to which the candidate has satisfactorily responded to the initial questions and requests for additional information that OGE transmitted;
 - The promptness with which the candidate and the candidate's representative have responded to follow up questions and requests for information from OGE;
 - The degree to which circumstances beyond the candidate's control have caused required information to be inaccessible by the candidate and the likelihood that the candidate will obtain and release requested information in the immediate future;
 - The number and significance of issues that remain outstanding with regard to the report;
 - The complexity of the outstanding issues;
 - The degree to which the candidate or the candidate's representative has articulated a plan for resolving the outstanding issues and has demonstrated that resolving the issues is a priority for the candidate;
 - The likelihood that all outstanding issues will be resolved in the near future; and
 - If the filer is still a candidate, the need for the public to know the candidates' potential conflicts of interests when assessing their choice for President and Vice President.

3. If all outstanding issues have not been resolved within five workdays prior to the end of the 30-day written amendment request period, OGE will attempt to contact the candidate or the candidate's representative to remind the representative of the impending deadline, including written notice to the candidate or the candidate's representative that the candidate's report will not be certified if all outstanding substantive issues are not resolved within five workdays.
4. Upon written request by the candidate or candidate's representative, OGE's Director may extend the 30-day deadline for up to 10 days for good cause shown. Once the Presidential primaries have begun, OGE's Director will not extend the deadline if the filer is still a candidate.
5. If at the end of the 30-day period or extension period, whichever is later, the report is not certified, the report will be closed and will include a note explaining why the report was not certified. The report that OGE releases will include all changes agreed to by the candidate or candidate's representative and the note explaining why the report was not certified.
6. If OGE certifies a report after it was closed without certification, OGE will make a copy of the certified report available for request on the OGE website.

III. REFERRAL TO DEPARTMENT OF JUSTICE

1. OGE reserves the right to refer any uncertified report to the U.S. Department of Justice if the legal standard for referral in the Ethics in Government Act is met. The referral to the U.S. Department of Justice will not include a recommendation as to the action that the U.S. Department of Justice should take.
2. If OGE transmits a referral package to the U.S. Department of Justice, OGE makes at least one attempt to notify the candidate or the candidate's representative that OGE referred the candidate to the U.S. Department of Justice. OGE will send a copy of the referral package to the candidate.