



# U.S. SENATE SELECT COMMITTEE ON ETHICS

## Ethics Certification Officer – Designation Form

I designate and authorize the person named below, an employee of the United States Senate who works under my direct supervision, to serve as the Ethics Certification Officer for my office. I understand that if this person leaves my employment/supervision or another person is designated as the Ethics Certification Officer, it is the responsibility of this office to submit a new “Ethics Certification Officer – Designation Form” to the Select Committee on Ethics with the current information.

Name of designated Ethics Certification Officer: \_\_\_\_\_

Senate Office (for which named person is designated Ethics Certification Officer): \_\_\_\_\_

Employing/Supervising Member or Officer: \_\_\_\_\_

Phone No. of Ethics Certification Officer: \_\_\_\_\_

E-Mail address of Ethics Certification Officer: \_\_\_\_\_

\_\_\_\_\_  
Signature of Senate Member/Officer

\_\_\_\_\_  
Date

### Instructions:

- All Senate offices are required to designate an Ethics Certification Officer, including personal, leadership, committee, officer, and all other Senate offices.
- For **committees**, the senior supervising employees for the majority and minority staffs respectively should designate an Ethics Certification Officer for their staff employees on behalf of the Chairman and Ranking Member.
- For **all other Senate offices**, the senior supervising employee should designate an Ethics Certification Officer for the office and complete this form on behalf of the supervising Senator.
- Please submit signed forms in hard copy to the Committee on Ethics, SH-220 or submit signed forms in PDF to Mailbox\_Office@ethics.senate.gov.\_

If you have any questions about this form or the Ethics Training Certification process, please call the Select Committee on Ethics at (202) 224-2981.