

Select Committee on Ethics  
United States Senate

**Ethics Certification Officer – Designation Form**

I hereby 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 must have a designated Ethics Certification Officer; this means all personal, leadership, committee, officer and all other Senate offices.

– For **committee offices**, the Chairman of the full committee should designate an Ethics Certification Officer for the majority staff; the Ranking Member should designate an Ethics Certification Officer for the minority staff.

– For **other Senate offices** (that is other than personal, committee, leadership or officer offices), the senior supervising staff member should designate an Ethics Certification Officer for that office and should complete and sign this form.

– Print all information (other than signature).

– Submit signed original of form to: Select Committee on Ethics, SH – 220,  
Washington, DC, 20510

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.