

# 2016 BIENNIAL REVIEW CERTIFICATION FORM

Due by October 3, 2016

Name of Agency: \_\_\_\_\_

Name of Agency Head: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Agency Code Officer: \_\_\_\_\_ Office Phone No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

*Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.*

**This agency has reviewed its conflict of interest code and has determined that (check one box):**

**1. AN AMENDMENT IS REQUIRED (Mark all that apply):**

Add position(s)

Revise position disclosure(s)

Revise the titles of existing positions

Delete position(s)

Other (describe) \_\_\_\_\_

**2. THE CODE IS CURRENTLY UNDER REVIEW BY THE CODE REVIEWING BODY**

**3. NO AMENDMENT IS REQUIRED**

**If your code has not been amended in more than five years, amendments may be necessary.**

## Verification

*This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
Signature of Agency Head or Designee

\_\_\_\_\_  
Date

To submit the form electronically, type your name above and click

**If you prefer to submit a hard copy, please send it to:**

**Email:** [COICODES-Desk@bos.lacounty.gov](mailto:COICODES-Desk@bos.lacounty.gov)

or

Los Angeles County Board of Supervisors Executive Office  
Conflict of Interest/Lobbyist Division  
500 West Temple Street, Room 383  
Los Angeles, CA 90012

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC**