**Self-Certification**

*Nominee: As part of the vetting process for all names submitted to the White House for possible nomination to the Senate, you are asked to complete and return this Self-Certification form. For the purposes of this form, you must report any criminal conviction or guilty plea in any court, regardless of whether the record in your case has been sealed, expunged, or otherwise stricken from the court record. You need not report any plea agreement or judicial disposition that did not result in a formal acknowledgement or finding of guilt.* ***You must also report any traffic violations****.*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that in the last 7 years, I have not been convicted of or pled guilty to a crime.

|  |  |
| --- | --- |
| **Signature**  | **Date**  |
| **Name (Printed)**  |  |

*If you are unable to make the certification above, and wish to provide information relevant to any conviction or guilty plea in the last 7 years, you may report the information in the space provided below. (If you need more space, attach additional page(s) as necessary.)* *Please note: Further investigation may be made on the basis of any additional information you provide.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In order for your name to be included on a Foreign Service nomination list, you must submit this form to** USAID.AEF@usaid.gov**.**

**In addition, if any information provided on this form changes after the date you submit the form, you are required to provide that updated information to** USAID.AEF@usaid.gov**.**

**Privacy Act Statement**

**Authorities:** The information is sought pursuant to 22 U.S.C. 3921 and 22 U.S.C. 2581.

**Purpose:** The information collected and maintained in this form will be used as part of the vetting process for Foreign Service Lists submitted to the White House for eventual nomination to the Senate.

**Routine Uses:** This information on this form may be shared in accordance with the routine uses listed in the System of Records Notice State-31, Human Resources Records. Such uses include sharing with the White House, and members of Congress, to review and vet individuals as part of a Foreign Service nomination list submitted to the White House.

**Disclosure:** Disclosure of this information is voluntary. Failure to provide the information requested may result in delay or exclusion of your name on a Foreign Service nomination list.