

STATE ETHICS COMMISSION
45 CALVERT STREET, 3RD FLOOR
ANNAPOLIS MD, 21401
410-260-7770
FAX 410-260-7747

REQUEST TO ADD POSITION TO FINANCIAL DISCLOSURE LIST (Form No. 9)

Use this form when adding a position (job) to the financial disclosure list applicable to your Department or Agency. If a person is being added because he or she has assumed a position (job) already on the list, use Form No. 9A.

Name of Department or Agency: _____

Position's Agency Address: _____

Agency Code: _____

Name of Person To Be Added: _____

Person's E-mail Address: _____

Position or Job Title: _____

PIN Number: _____

(If in State Personnel System)

Salary Grade: _____

(Or compensation if not State graded)

REASON FOR ADDITION OF POSITION TO LIST – CHECK ALL APPLICABLE BOXES
READ APPLICABLE MEMOS CAREFULLY!

- SALARY AND DUTIES (See Information Memo #9)
- DUTIES RELATING TO CONTRACTS (See Information Memo#10)
- FACULTY MEMBER IMPACTING ON PROCUREMENT (See Information Memo #11)

Please attach an entire MS-22 or other position description.

Signature of Department or Agency representative authorized to make this request. (Persons making these requests must be authorized by the Head of the Department or Agency involved.)

Signature

Date

Print Name