



United States  
**Office of Government Ethics**  
1201 New York Avenue, NW., Suite 500  
Washington, DC 20005-3917

September 25, 2007  
DO-07-035

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Robert I. Cusick  
Director

SUBJECT: Suggested Format for Requesting a Certificate of Divestiture

The U.S. Office of Government Ethics (OGE) has developed a suggested format for agencies to use when requesting Certificates of Divestiture for their employees. Because the format contains a checklist of information you should provide to OGE with the request, using it may help you avoid delays in the processing of your requests. For additional information about the process for requesting Certificates of Divestiture, please refer to DAEOgram DO-06-030.

Use of this format is optional. If you do choose to use it, we are interested in receiving your feedback about the format and any suggestions that you may have for improving it. Comments and suggestions may be directed to Amy E. Braud, Attorney-Advisor at 202-482-9215.

The new format for requesting Certificates of Divestiture is available on our website under "Forms, Publications, and Other Documents" at:

<https://www.oge.gov/Web/OGE.nsf/Resources/Certificateof+Divestiture+Request+Format>

After clicking on this link, scroll down the page to "Other Ethics Documents" and you will see the new format listed under "Miscellaneous Ethics Documents."