

****INSTRUCTIONS****

A VALID DISCLOSURE STATEMENT FROM THE NC SHERIFFS' STANDARDS DIVISION IS REQUIRED AT THE TIME OF FILING NOTICE OF CANDIDACY FOR ELECTION TO THE OFFICE OF SHERIFF WITH THE BOARD OF ELECTIONS.

YOU MUST COMPLETE THE FOLLOWING STEPS IN ORDER TO BE ELIGIBLE TO RECEIVE A DISCLOSURE STATEMENT.

1. A complete, legible, and properly notarized "Qualifications for Sheriff/Expunction" form.
 - a. A copy of this form should be emailed to dkonopka@ncdoj.gov. Processing of your form will begin once the email is received.
 - b. The original of this form must then be submitted to the address provided at the end of these instructions.

2. A "Law Enforcement Application for Verification of Expunction" form (AOC-CR-280).
 - a. Please complete only the identifying information in the top section of the form (Name, Address, DL#, State, Race, Sex, DOB, Full SSN) and check box #3 under "Application for Verification of Expunction" (as indicated by the highlighted sections in the attached "Sample" form). The remainder of the form, including signature section, should be left blank and will be completed by Sheriffs' Standards Division Staff.
 - b. A copy of this form should be emailed to dkonopka@ncdoj.gov. Processing of your form will begin once the email is received.
 - c. The original of this form does not need to be mailed to any agency.
 - d. The results of this search will be emailed by the Administrative Office of the Courts to the NC Sheriffs' Standards Division. You will not receive notification of these results.

3. A full set of fingerprints.
 - a. Your fingerprints may be either rolled and submitted on a paper card via US Mail OR electronically scanned via Live Scan and submitted via Live Scan. An electronic submission via Live Scan will allow for quicker transmission of the fingerprints and is preferred.
 - b. Whether fingerprinted via Live Scan or paper card, "Reason Fingerprinted" must indicate "Candidate for Election to the Office of Sheriff" and "Agency" must indicate the County Sheriff's Office for which you are a candidate.

- c. If you choose to mail a paper fingerprint card, please be aware those cards must be mailed to and received by the Sheriffs' Standards Division and then transmitted by Division staff to the NC State Bureau of Investigation (NC SBI) for processing.
 - i. This will take longer and will delay your receipt of a Disclosure Statement necessary to file for office.
 - ii. **This delay may result in the inability of the NC Sheriffs' Standards Division and the NC SBI to conduct your background check in time for you to receive a Disclosure Statement which you are required to submit to the Board of Elections in order to file for election to the Office of Sheriff.**
 - iii. **This delay could prevent you from being able to file for election to the Office of Sheriff.**

If you choose to mail documents, you may send them via US Mail, US Certified Mail or Commercial Courier Service or hand deliver them to:

NC Department of Justice
Sheriffs' Standards Division
1700 Tryon Park Drive, Raleigh, NC 27610

****SUMMARY****

You will be **eligible** to receive a Disclosure Statement **REQUIRED** to file for election to the Office of Sheriff when:

1. NC Sheriffs' Standards Division has **received** a correctly completed copy of the "Qualifications for Sheriff/Expunction" form.
2. You have submitted a copy of AOC-CR-280 with personal identifying information included to the NC Sheriffs' Standards Division.
3. NC Sheriffs' Standards Division has submitted form AOC-CR-280 to AOC on your behalf.
4. The results of an expungement search allowed by AOC-CR-280 have been **received** by the NC Sheriffs' Standards Division from AOC.
5. A full set of **usable** fingerprints has been received by the NC SBI via Live Scan or paper card.
6. The set of fingerprints provided has been used to generate your criminal history based on a state and national criminal records search.
7. Your criminal history has been **received** by the NC Sheriffs' Standards Division.

****DISCLOSURE STATEMENT****

The Disclosure Statement will be sent to the **email address** you provide on your "Qualifications for Sheriff/Expunction" form.

The Disclosure Statement is valid for a period of 90 days from the date of issuance and is required to be submitted to the Board of Elections when you file your Notice of Candidacy for Election to the Office of Sheriff.

QUESTIONS

Please contact Diane Konopka at dkonopka@ncdoj.gov if you have any questions about this process.