

# Instructions for a Disclosure Statement

Section 17E-25 of the NC General Statutes requires a valid disclosure statement issued by the NC Sheriffs' Standards Division at the time of filing notice of candidacy for election to the office of Sheriff with the Board of Elections.

The disclosure statement is valid for a period of 90 days from the date of issuance. If the statement expires by your time of filing, you must submit a new request to the Division.

Your disclosure statement will be sent to the email or mailing address indicated on your form. You must include your disclosure statement when filing for the office of Sheriff in your county.

**You must complete the following steps to be eligible to receive a disclosure statement:**

**1. "Qualifications for Sheriff/Expunction" form**

- Complete the form electronically or write legibly. Have the form properly notarized.
- The notary seal (stamped or embossed) has to be clearly visible if the form is emailed.

**2. Law Enforcement Application for Verification of Expunction form (AOC-CR-280)**

- Complete only the identifying information in the top section of the form (name, address, DL#, state, race, sex, etc). Incorrect or incomplete information in this section will delay the processing of your request.
- Sign and date the form.
- Do not complete the ORI, return mailing address or the requestor's email address.
- Do not send the form directly to AOC for processing.
- The results of this search will be emailed by AOC to the Sheriffs' Standards Division. You will not receive notification of their response.

The **AOC-280** and **Qualification for Sheriff forms** must be sent to the Sheriffs' Standards Division. The documents may be emailed to [sheriffcandidate@ncdoj.gov](mailto:sheriffcandidate@ncdoj.gov).

**3. Fingerprints via live scan (AFIS)**

- Your fingerprints should be submitted electronically to the SBI for processing. Be aware that submission of a paper fingerprint card may delay the process. This office is not aware of fingerprinting locations or fees associated with this service.
- Fingerprinting Agency Guidance: The Reason Fingerprinted must indicate "**Candidate for the office of Sheriff**" and indicate the specific County for which you are a candidate.

If mailing documents, send via US Mail to:

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