



THE WHITE HOUSE
Washington

Office of Counsel to the President

PERSONAL DATA STATEMENT

TO: ALL PROSPECTIVE PRESIDENTIAL APPOINTEES AND WHITE HOUSE EMPLOYEES

FROM: HARRIET E. MIERS
COUNSEL TO THE PRESIDENT

As part of the clearance procedures relating to your proposed appointment, please respond to the following items. Responses should be typed on a separate sheet(s) of paper with responses numbered to correspond to the relevant item. **Please answer questions 1-9 on a sheet(s) of paper separate from your answers to questions 10-24.**

1. Please state your full legal name, any other names used and the position for which you are being considered.
2. Please state, if married, your spouse's name, occupation, position and place of employment.
3. In the last seven years, have you ever failed to file an income tax return, filed a late income tax return without a valid extension, paid any tax penalties, or been the subject or any tax collection or audit procedure? If so, please explain and describe the resolution of the matter.
4. Have you or your spouse ever failed to make payments on any obligations of child support or alimony? If so, please explain.
5. Have you or your spouse or any businesses over which you or your spouse have exercised control ever failed to pay any loan or similar obligation when due at final maturity, or have you ever been more than 180 days delinquent on any such loan or obligation?

6. Have you ever been a candidate for public office? If so, indicate whether that campaign has any outstanding debt, the amount and whether you are personally liable for that debt.
7. Do you have any commitments or agreements, formal or informal, to maintain employment, affiliation or practice with any business, association or other organization during your appointment? If so, please explain.
8. Do you have any commitments or agreements, formal or informal, to resume or initiate employment, affiliation or practice with any business, association or other organization following your appointment? If so, please explain.
9. Please list each membership you have had during the past ten years or currently hold with any civic, social, charitable, educational, political, professional, fraternal, benevolent or religious organization, private club, or other membership organization. Include dates of membership and any positions you have held with any organization.

* * * * *

**(PLEASE ANSWER QUESTIONS 10-24 ON A SHEET(S) OF PAPER
SEPARATE FROM YOUR RESPONSES TO QUESTIONS 1-9)**

10. Are you currently, or have you been, a member or office holder in any club or organization that restricts or restricted membership on the basis of sex, race, color, religion, national origin, age or handicap? If so, provide the name, address and dates of membership for each.
11. Please describe the general state of your health, including any medical conditions that could in any way interfere with your ability to fulfill your duties.
12. Since the age of 18 or in the last 15 years, whichever is shorter, have you illegally used any controlled substance, for example, marijuana, cocaine, crack cocaine, hashish, narcotics (opium, morphine, codeine, heroin, etc.), amphetamines, depressants (barbiturates, methaqualone, tranquilizers, etc.), hallucinogenics (LSD, PCP, etc.), or prescription drugs?
13. Have you ever illegally used a controlled substance while employed as a law enforcement officer, prosecutor, or courtroom official; while possessing a security clearance, or while in a position directly and immediately affecting the public safety?
14. Since the age of 18, have you been involved in the illegal purchase, manufacturer, trafficking, production, transfer, shipping, receiving, or sale of any narcotics, depressant, stimulant, hallucinogenic, or cannabis for you own intended profit or that of another?
15. Please list any household employees (e.g., nannies, gardeners, and housekeepers) you have employed to perform services on a regular basis in the last ten years. Please also

indicate as to each household employee whether the employee was legally working in the United States at the time of employment, and whether you complied with all required payments of federal and state taxes for the employee.

16. Have you ever been accused, formally or informally, of sexual harassment or discrimination on the basis of sex, race, religion or any other basis? If so, please explain.
17. Please identify each instance in which you have testified orally or in writing before Congress in a non-governmental capacity and specify the subject matter of each testimony.
18. Please list each book, article, column, or publication you have authored, individually or with others, and any speeches that you have given. Do not attach copies of these publications unless otherwise instructed by the Office of Counsel to the President.
19. Have you ever been publicly identified either personally or by organizational membership with a particularly controversial national or local issue? If so, please explain.
20. Have you or your spouse ever had any association with any person, group or business venture that could be used, even unfairly, to impugn or attack your character and qualifications for a government position? If so, please explain.
21. Do you know anyone or any organization that might take any steps, overtly or covertly, fairly or unfairly, to criticize your appointment? If so, please explain.
22. Is there any other information, including information about other members of your family, that would indicate a conflict of interest, whether actual or perceived, with your prospective employment in this administration?
23. Is there any other information, including information about other members of your family that could be considered a possible source of embarrassment to you, your family, or the President?
24. Please indicate any additional information that you believe would be material to the Office of Counsel to the President in the consideration of your proposed appointment.

Personal Data Statement

NAME: _____

I. Professional Background

1. Please list any professional licenses, the status of each license, and whether the license has ever been withdrawn, suspended or revoked.
2. Please provide the names of all entities with which you are now, or during the past ten years have been, affiliated with as an advisor, attorney or consultant.
3. Have you or your spouse ever registered or acted as a lobbyist or other legislative agent to influence federal or state legislation or administrative acts? If so, please supply details.
4. If you or your spouse have ever been registered as an agent for, performed work for, received any payments from and/or made any payments to any foreign entity (e.g., government, business, non-profit organization or individual), please describe the circumstances, the source and amount.
5. Briefly describe the most controversial matters you have been involved with during the course of your career.

II. Publications, Writing & Speeches

6. Have you ever written a book, article, etc., given a speech, or sent an electronic communication (including email, text messages, etc.) that could suggest a conflict of interest, could be viewed as controversial, or be a possible source of embarrassment?

III. Relationships & Affiliations

7. Please list each membership, including any board memberships, you or your spouse have or have had with any political, civic, social, charitable, educational, professional, fraternal, benevolent or religious organization, private club or other membership organization during the past ten years. Please include dates of membership and any positions you have had with the organization.
8. Have you (or your spouse) at any time belonged to any membership organization that, as a matter of policy or practice, denied or restricted membership?

IV. Financial Information

9. Please list any loans made to you or your spouse, or by you or your spouse, which contained terms not generally available to the public, such as below market rates.

10. Please describe any contractual or informational arrangement you may have made with any person or business enterprise in regard to future employment or termination payments or financial benefits that will be provided to you if you enter federal government employment or you leave your current employment.

11. Do you, your spouse, or any member of your immediate family, or business in which you, your spouse, or immediate family member have a substantial interest, have any relationship with any government through contracts, consulting services, grants, loans or guarantees? If yes, please provide details.

12. Other than from relatives or close and longstanding personal friends on occasions such as birthdays or seasonal holidays, have you or your spouse ever received a gift that has the potential for embarrassment considering your possible government service? If yes, please provide details.

V. Tax Information

13. Have you and your spouse filed and paid all required federal, state, local and foreign income tax returns?

14. Has a tax lien or other collection procedure ever been instituted against you or your spouse by federal, state or local authorities? If so, describe the circumstances and the resolution of the matter.

15. Have you ever not paid U.S. and /or state income taxes because you were not resident in the United States, or for any other reason?

16. Have you ever been, or do you have any expectation that you will be, subject to any tax, financial or other audit inquiry? If so, please describe.

VI. Legal and Administrative Proceedings

17. Have you, or your spouse, been involved in litigation of any kind other than as an attorney? Include any arbitrations, mediations, divorce and domestic relations matters, and bankruptcy proceedings.

18. Have you ever been investigated by any law enforcement agency, or convicted of violating any law, regulation or ordinance? If so, please describe.

19. Have any claims of sexual harassment or of other workplace misconduct ever been made against you or any employee directly supervised by you? If so, please describe.

VII. Household Help

20. Have you ever hired occasional or regular domestic help, such as a housekeeper, nanny, babysitter, gardener, personal assistant, etc.? If yes, please indicate the name and years of service for each individual and provide a brief description of services rendered.

21. Were all individuals listed in Question 20 legally eligible to work in the U.S. at the time that you employed them?

22. Have you paid all taxes and social security obligations and complied with all laws and regulations applicable to the individuals listed in Question 20 in a timely fashion?

VIII. Miscellaneous

23. Have you had any association with any person, group or business venture that could be used, or are you aware of anyone who might take steps, even unfairly, to impugn or attack your character and qualifications for government service?

24. Please provide any other information, including information about other members of your family, that could suggest a conflict of interest, be a possible source of embarrassment, or be used to coerce or blackmail you?

25. Are you aware of any reason not discussed above that may call into question your suitability to serve in public office?