

**REQUEST FOR A CERTIFICATE OF DIVESTITURE**  
(to be completed by the agency, not by the requesting employee)

requesting employee and position title:	employing agency and component:	
agency point of contact:	telephone number for agency point of contact:	
signature of Designated Agency Ethics Official:		date:

**For complete instructions on requesting a Certificate of Divestiture, please review 5 C.F.R. part 2634, subpart J.**

1. Provide the requested information about the property being divested and the owner(s) of that property. Indicate whether each property owner is one of the following: (a) a government employee; (b) a spouse, a minor child or a dependent child of a government employee; or (c) a trustee of a trust for the benefit of an eligible person. For stock, provide the number of shares of stock owned. For a partnership, provide the percentage of the partnership owned.

<b>description of the property</b>	<b>quantity or percentage owned</b>	<b>owner(s) of the property</b>	<b>relationship to the employee</b>
McDonald's Corp. Play Toys, LP	57 shares 12.24% interest	John A. Jones	self
General Electric, Co.	251 shares	John A. Jones (joint) Mary B. Jones	self spouse
The Home Depot, Inc.	165 shares	Mary B. Jones	spouse
Merck & Co., Inc.	33 shares	William C. Smith	trustee
Coca-Cola, Co.	55 shares	John A. Jones (as custodian) Robert D. Jones	self dependent child

<b>description of the property</b>	<b>quantity or percentage owned</b>	<b>owner(s) of the property</b>	<b>relationship to the employee</b>

**If you need additional space to accommodate your responses please [click here](#) for a continuation page**

2. Provide a brief description of the employee's position or provide a citation to a statute that establishes the duties of the position. **(Please [click here](#) for a continuation page for response if needed.)**

3. Provide a detailed explanation of the basis for your conclusion that divestiture is reasonably necessary to comply with Federal ethics rules (including an indication as to the date on which the requirement to divest first applied). **(Please click here for a continuation page for response if needed.)**

4. Indicate how the property was acquired (e.g., purchase prior to appointment, inheritance after appointment, gift prior to appointment, etc.). If various items of property were acquired in different ways, be specific about how the various items were acquired (e.g., “Except for the Microsoft stock, the employee purchased all of the property before beginning government service in July 2001. The employee’s spouse inherited the Microsoft Stock earlier this month on September 3, 2007.”). **(Please click here for a continuation page for response if needed.)**

5. Please address all items below:

a. Have you enclosed a written request from the employee that contains an unconditional statement that the property owner(s) will divest the property? No Yes

b. Have you enclosed the employee’s most recent financial disclosure report or the equivalent? No Yes

c. Is any other financial interest of the employee “similar or related” to the property being divested? No Yes

d. Is any of the property held in a tax-deferred retirement plan? *Indicate which property is held in the plan in your response to Item 6.* No Yes

e. Was any of the property acquired through an employee benefit plan (e.g., stock options, restricted stock, etc.)? *Indicate which property was acquired in this manner and the type of employee benefit plan in your response to Item 6.* No Yes

f. If any of the property is held in a trust, have you enclosed the trust agreement? N/A No Yes  
*Indicate which property is held in a trust in your response to Item 6.*

6. Provide any additional information that you would like OGE to consider when processing the request. (Use this space to address the timing of the request, if it is submitted after the deadline for divestiture.) **(Please click here for a continuation page for response if needed.)**

7. Print this document and submit the signed original with all enclosures to the following address: **Director, U.S. Office of Government Ethics, 1201 New York Avenue, NW, Suite 500, Washington, DC 20005-3917.**