1. Search the state’s website for existing online personal financial disclosures (ex: [Georgia’s personal financial disclosure search](http://media.ethics.ga.gov/search/Financial/Financial_ByName.aspx))  
- Keywords when searching: financial disclosures, ethics, statements of economic/financial interest, conflict of interest, etc.

* In many cases, these financial disclosures will be available on the Secretary of State’s website

2. If not readily available online, request via e-mail by reaching out to a state contact.

* Search the state’s website to find appropriate contact info (could be a general email like ethics@state.gov)
* Create a contact entry with all their information
* Send templated email:

Subject: **[State Name]** Financial Disclosures

Hello,

I'm reaching out on behalf of David Petersen. Under the Freedom of Information Act (5 U.S.C. 552), I’m requesting personal financial disclosures for **[Names of AG & deputy AG]** for the 2016 calendar year. If these records are unavailable at this time, please provide their disclosures for 2015.

Please let me know if I can provide any additional information. Email is the best way to reach me.

Best,

**\*\*\* Make sure to replace bolded sections with appropriate state & names \*\*\***

* Sometimes we are required to download a PDF and edit it. This is best done by downloading the form onto the Google Drive and opening it with DocuHub, which allows you to add text and has David's signature stored in it. You can then generate a share link to add to your email.

FYI, financial disclosures are typically required for **elected officials**. While attorney generals are elected, **their deputies are not**. Deputies are appointed by the AG and so, depending on the state, they may not require financial disclosures or may not require that they be publically available.