



# U.S. House of Representatives COMMITTEE ON ETHICS

## Personal Friendship Gift Waiver Request

This form should be filled out by a House Member, officer, or employee seeking a waiver of the House gift rule (*House Rule 25, clause 5*) for a gift or gifts offered on the basis of personal friendship. Please answer each question and attach additional information as needed. Please file this form with the Committee on Ethics in 1015 Longworth HOB, e-mail to [ethicscommittee@mail.house.gov](mailto:ethicscommittee@mail.house.gov), or call 202-225-7103 for assistance.

1. Name: \_\_\_\_\_ Official Title: \_\_\_\_\_
2. Employing Member, Committee, or Office (if applicable): \_\_\_\_\_
3. Contact Information: e-mail, office address, phone number, point-of-contact: \_\_\_\_\_  
\_\_\_\_\_
4. Describe gift(s) and estimated market value: \_\_\_\_\_  
\_\_\_\_\_
5. Donor Name: \_\_\_\_\_  
Donor Employer and Title: \_\_\_\_\_
6. How long have you known the donor? \_\_\_\_\_
7. Please describe your relationship with the donor, include how you met: \_\_\_\_\_  
\_\_\_\_\_
8. Have you previously exchanged gifts with the donor?  Yes  No  
If yes, give examples: \_\_\_\_\_
9. Is the donor a registered federal lobbyist or foreign agent?  Yes  No
10. Will the donor pay for the gift(s) personally?  Yes  No  
If no, please explain: \_\_\_\_\_
11. Will the donor be reimbursed or receive a tax deduction for the gift?  Yes  No
12. Has the same gift(s) been offered to other House Members, officers, or employees?  Yes  No
13. To your knowledge, does the donor have interests or business before the Congress?  Yes  No

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Conditions for Approval.** In spite of this waiver, you should exercise caution in accepting any gift offered because of your status as a House Member, officer, or employee. You should consider the gift's source and value as well as any possible actual or appearance of conflicts of interest. *If you are required to file an annual Financial Disclosure Statement, you must report all gifts totaling more than \$390 from a single source; however, gifts having a value of \$156 or less need not be counted towards that \$390 limit.* If you wish to waive the statutory reporting requirement, you must submit a separate written request to the Committee. Any such request to waive the financial disclosure requirements, and the Committee's response, will be made publicly available pursuant to section 102(a)(2)(C) of the Ethics in Government Act.