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# COMMITTEE ON ETHICS

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## 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(s) offered on the basis of personal friendship. Please answer each question and attach additional information as needed. **This form may be submitted to 1015 Longworth House Office Building or [EthicsCommittee@mail.house.gov](mailto:EthicsCommittee@mail.house.gov).**

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

**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 \$480 from a single source; however, gifts having a value of \$192 or less need not be counted towards that \$480 limit.*