

# Form 700 Review Procedures

Review and verify all information on the Cover Page for accuracy, completeness, and readability.

Is the form signed? If **NO**, return to the filer.

**NEVER date stamp an unsigned or incorrect Form 700.**

**Section 1:** Agency: CDFA  
Division: Branch, Board Name, or DAA #  
Position: Classification or Board Member

**Section 2:** California.

**Section 3:** Read carefully.  
Type of statement indicated (Assuming/Annual/Leaving)  
(DO NOT MAKE CHANGES TO THE FORM DATES)

**Section 4:** Check the total number of completed pages, including the Cover Page, for either:

- Checked boxes for each schedule used and attached;  
- Or -
- If there is nothing disclosed on any schedule, the None- No reportable interest box should be checked and the number of pages becomes one (1).
- Blank schedules should not be attached.

**Section 5: ORIGINAL Signature REQUIRED** (blue ink preferred)

***“When you sign your statement, you are stating, under penalty of perjury, that it is true and correct. Only the filer has authority to sign the statement.”***

**Notify the filer immediately for correction:**  
(Per the FPPC Form 700 Instructions)

- **If there are errors in stated information,**
- **If information is missing from the cover page,**
- **If schedules listed as ‘attached’ are missing.**

**NOTE:**

1. Information must be **legible and clear** enough that readable photocopies can be made of the form.
2. All changes made to Sections 4 and 5 **must be made by Filer only.**
3. **Last name should be on each schedule.**

**REMEMBER:**

***An UNSIGNED form will not be accepted or considered “filed”.***

***The Designated Filer Tracking must be received by the CDFA Filing Officer, no later than April 1st.***

**BOARDS,  
COMMITTEES,  
and COUNCILS**

**Mail Copies to:**

Fair Political Practices  
Commission  
Attn: Rene Robertson  
428 J Street, Ste. 620  
Sacramento, CA 95814

OR

**Email Copies:**

[700copies@fppc.ca.gov](mailto:700copies@fppc.ca.gov)

**DISTRICT  
AGRICULTURAL  
ASSOCIATIONS**

**Mail Designated Filer  
Tracking to:**

California Department of  
Food and Agriculture  
CDFA Form 700 Filing Officer  
1220 N Street, Room 242  
Sacramento, CA 95814