



# 2024 DIRECTOR ELECTIONS





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# Becoming a Candidate

Thank you for your interest in serving on Rappahannock Electric Cooperative's (REC) Board of Directors. We are pleased to have member-owners willing to serve on REC's governing board and act as advocates for the membership.

The Cooperative's Bylaws govern the director election process and Annual Meeting. The 2024 director elections take place as part of the Annual Meeting of the member-owners, which will be held remotely on Wednesday, Aug. 7, 2024. The membership will elect three directors, one each from the following geographic regions:

- **REGION II - The counties of Clarke, Fauquier, and Stafford, and the portions of Warren County and Rappahannock County east of U.S. Route 522.**
- **REGION III - The counties of Albemarle, Greene, Madison, Rockingham, and the portion of Page County located south of U.S. Route 211.**
- **REGION VIII - The counties of Hanover and Goochland.**

Enclosed are the required forms and informational documents to guide you in preparing to become a director candidate nominee. In addition to these documents, member-owners must request the official Nomination Petition. To obtain the petition, email [directorelections@myrec.coop](mailto:directorelections@myrec.coop) or call Whitney Watts, Assistant Secretary to the Board, at [540-891-5889](tel:540-891-5889). Nomination petitions can be shared electronically or by scheduling an appointment to pick up in person.

REC will host a virtual candidate information session for any REC member who is considering becoming a candidate in the 2024 director elections. This optional event provides an opportunity to learn more about the requirements and time commitment necessary to fulfill director responsibilities. Details are included in these materials.

To comply with REC's Bylaw requirements, the completed nomination petition and all forms must be returned to the office of the president at REC no later than 5 p.m. April 19, 2024. Return the petition forms to arrive prior to the deadline by mailing to: Office of the President, Rappahannock Electric Cooperative, P.O. Box 7388, Fredericksburg, VA 22404. Contact Ms. Watts to schedule an appointment to return completed candidate nomination materials and petition forms in person.

## Questions?

Contact Whitney Watts | Assistant Secretary to the Board  
[directorelections@myrec.coop](mailto:directorelections@myrec.coop) | [540-891-5889](tel:540-891-5889)





Event	Date
Director Elections open (earliest date to request and submit petition)	<b>March 1</b>
Candidate Information Session	<b>TBD</b>
Deadline for candidate nomination information packet to be delivered to the Office of the President in the Fredericksburg office	<b>April 19</b> 5 P.M.
Candidate withdrawal deadline for removal from proxy ballot	<b>May 10</b>
Candidate meeting with Board	<b>April 25</b>
Mailing of proxy	<b>June 28</b>
Deadline to receive member-owners' proxy ballot ( <i>no less than two days before Annual Meeting</i> )	<b>July 31</b> 5 P.M.
Annual Meeting	<b>Aug. 7</b>
Election results announcement and certification ( <i>announced as soon as possible either at the end of the meeting or through our website</i> )	<b>Aug. 8</b>

## Candidate Meetings with the Board

*On April 25, each candidate in the 2024 Director Elections will be invited to meet one-on-one with the REC Board of Directors. These meetings present the candidates and the Board of Directors an opportunity to meet in advance of the elections.*

- The Assistant Secretary to the Board/Executive Assistant, Whitney Watts, will coordinate each meeting to take place in person. Details on the location will be provided.*
- Candidates should come prepared to discuss and respond to questions regarding their interest and qualifications for board service.*
- Meetings are approximately one hour.*





# Nomination Procedures

## SUBMITTING A 2024 NOMINATION PETITION FOR ELECTION TO THE BOARD OF DIRECTORS

Please use the checklist below to ensure you have completed and returned all required documents and forms for candidacy to the REC Board of Directors. To comply with the Cooperative's Bylaw requirements, all completed nomination forms must be returned to the Office of the President at REC no later than 5 p.m. on April 19, 2024. You may return the Nomination Packet by mail to arrive prior to the deadline to the following address:

### Office of the President

Rappahannock Electric Cooperative  
P.O. Box 7388  
Fredericksburg, Virginia 22404

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#### ☐ **Nomination Petition**

- Must have a minimum of 25 signatures of REC member-owners who are in good standing with the Cooperative. We recommend securing more than the required minimum number of signatures.

#### ☐ **Nomination Petition Filing Form**

#### ☐ **Conflict of Interest Statement Certificate**

#### ☐ **Disclosure and Authorization for Procurement of Consumer Report.** (A Summary of Your Rights under the Fair Credit Reporting Act is also enclosed.)

#### ☐ **Criminal History Record Name Search Request form** (provided by the Virginia State Police)

#### ☐ **Resume**

#### ☐ **Director Candidate Profile**

#### ☐ **Individual Photography Consent and Release Form**

*When the completed Nomination Petition is returned to the Cooperative, the signatures will be validated using the name and address in comparison with official Cooperative membership records. Once validated, a member of REC's staff will contact you to confirm the status of your petition.*

*Please read those sections of the Cooperative's Bylaws and enclosed Board Policies pertaining to director qualifications and elections. For certification purposes, the completed Nomination Petition Filing Form and the Conflict of Interest Statement Certificate are required. Please note that your signature on both documents must be notarized. All board members and corporate officers are required to submit a Conflict of Interest Statement Certificate annually.*

*For purposes of eligibility to serve as a member of the Board of Directors, a background and credit check will be completed. The Cooperative pays all processing fees to obtain verifications.*



# Nomination Petition Filing Form

FOR ELECTIVE OFFICE TO BOARD OF DIRECTORS

## General Information

Legal Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Mailing Address (if different than above) \_\_\_\_\_

*I have read and understand those sections of the Cooperative's Bylaws pertaining to the qualifications and responsibilities of a Director. I have further read the applicable Board Policies relating to those qualifications. To the best of my knowledge and belief, I meet all of the qualifications of a Director.*

☐ **Yes**      ☐ **No**

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## CERTIFICATION CLAUSE

*I further declare that under penalty of perjury and in accordance with the laws of the Commonwealth of Virginia that the Director Candidate information and materials I have submitted to Rappahannock Electric Cooperative are true and correct, and may be reasonably relied upon by Rappahannock Electric Cooperative for the purposes set forth herein.*

By: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Commonwealth of Virginia

City/County of: \_\_\_\_\_

The foregoing was subscribed, sworn to and acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ 2024,  
by \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

[SEAL]

Print Name \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Registration No. \_\_\_\_\_

---

## OFFICE USE ONLY

Date/Time Received \_\_\_\_\_

Received By \_\_\_\_\_



# Conflicts of Interest Policy #: BP 2 Rappahannock Electric Cooperative

## 1. Purpose

To provide guidance to the Board of Directors, Officers, General Counsel and designated employees in the performance of their duties and responsibilities for Rappahannock Electric Cooperative ("Cooperative") in order to avoid conflicts of interest or the appearance of conflicts of interest and to assure the highest standards of integrity, impartiality, and conduct necessary for maintaining public confidence in the operations of the Cooperative.

## 2. Scope

This Policy applies to the Board of Directors ("Board"), Officers, General Counsel and designated employees identified by the Policy and to all business transactions of the Cooperative.

## 3. Policy Statement and Implementation

3.1. In order to assure compliance with the Cooperative's Bylaws relating to a Board member's business and financial interests, Board members whose business(es) or affiliated organization(s) conducts transactions with the Cooperative, must first disclose said transactions or business relationship to the Board, and the Board must approve said transaction or business relationship before the said member can conduct business with the Cooperative.

3.2. The statements contained in the following paragraphs will serve as a guide to the members of the Board and to the President & CEO in the management of the affairs of the Cooperative.

3.2.1. **Use of Office:** All persons defined in the Scope of this policy shall refrain from any use of their respective offices which is motivated by, or gives the appearance of being motivated by, the desire for private gain or advantage for themselves or for other persons or organizations with which they are associated.

3.2.2. **Use of Information:** All persons defined in the Scope of this policy shall refrain from any use of inside information for private gain or advantage for themselves or for other persons or organizations with which they are associated.

3.2.3. **Gain from Beneficiary Organizations:** All persons defined in the Scope of this policy shall not receive or solicit from beneficiary organizations, related organizations, or other persons or organizations having business with the Cooperative anything of personal substantial value, outside the scope of representing REC in a business function, such as a gift, loan, favor, or gratuity for themselves or any other persons or organizations with which they are associated.

3.2.4. **Decisions That Pose a Conflict of Interest:** All persons defined in the Scope of this policy shall make full disclosure to the Board of any facts that may give rise to a conflict of interest. They shall disqualify themselves from decisions that pose a conflict of interest or the appearance of a conflict of interest. They may request an opinion of the Cooperative's General Counsel before such action is taken.

3.2.5. **Certification of Compliance:**

3.2.5.1. *Board of Directors:* As a part of the annual audit, members of the Board of Directors shall sign and file with the President & CEO or the Cooperative's General Counsel a certificate that they are in compliance with this Policy. The certificate shall be in a form prescribed by the Cooperative's Board. *(attached to this policy as Exhibit A)*



# Conflicts of Interest Policy #: BP 2 Rappahannock Electric Cooperative

3.2.5.2. *Non-incumbent candidates for the Board of Directors* shall sign and file with the President & CEO or the Cooperative's General Counsel a certificate in a form prescribed by the Cooperative's Board that they are in compliance with this Policy. The certificate shall be filed with the nomination petition not less than 100 days prior to the next annual meeting in accordance with *Bylaws Article IV: Board of Directors, Section 4: Nominations*, or prior to Board appointments when a vacancy is to be filled.

3.2.5.3. *Officers*: As part of the annual audit, incumbents shall sign and file with the President and CEO or the Cooperative's General Counsel a certificate of compliance in a form prescribed by the Board. Prior to consideration of appointment, applicants for the position of an Officer shall sign and file a similar certificate in a form as prescribed by the Board.

3.2.5.4. *Designated employees*: Certain employees may be required to complete a certificate of compliance.

3.2.6. **Disclosure**: If at any time any person defined in the Scope of this policy has a conflict of interest, or potential conflict of interest, he/she shall initially notify the Cooperative's Chair of the Board, General Counsel and CEO and make full disclosure of the conflict or potential conflict. Such disclosure shall be in a form described by the Cooperative, and shall be kept confidential to the extent legally permissible unless the affected person consents otherwise.

## 4. Responsibilities

4.1. **Board**: It is the responsibility of the Board to review compliance with this Policy.

4.2. **President & CEO**: It is the President & CEO's responsibility to provide assistance to the Board to assure compliance with this Policy and to develop and enforce appropriate policies relating to conflicts of interest of employees.

4.3. **Officers and designated employees**: It is the responsibility of the Officers (staff) and the designated employees to ensure that day-to-day operations of the Cooperative comply with this policy.

4.4. **General Counsel**: It is the responsibility of the General Counsel to advise the Board and/or individual Board members and Officers regarding compliance with this Policy.

## 5. Confidentiality

This Policy may be treated as public and may be made available on REC's website or other communication channels.

## 6. Definitions

6.1. **Board**: The Board of Directors for Rappahannock Electric Cooperative

6.2. **Cooperative**: Rappahannock Electric Cooperative and its affiliates.

6.3. **Conflict of interest**: A scenario in which a Board member or Officer or designated employee of the Cooperative has a personal interest in a matter that may be contrary to the interest of the Cooperative, to the extent that he/she may not be able to exercise independent and objective judgment on the matter in the best interests of the Cooperative. Such personal interests may not involve him/her but might involve some of his/her relatives, business associates, affiliates or other persons or organizations with which he/she is closely associated.



# Conflicts of Interest Policy #: BP 2 Rappahannock Electric Cooperative

- 6.4. Designated employee: Employees who are not officers of the Cooperative, managers, directors (staff); and employees in roles responsible for purchasing decisions and/or purchase orders
- 6.5. General Counsel: A licensed attorney who advises the Board and executive leadership in a legal capacity and on legal matters for the Cooperative.
- 6.6. Officer: An individual appointed by the Board, or by another Officer authorized by the Board or by the Cooperative's Articles of Incorporation or Bylaws, and serving as a chief executive, operating, financial, legal, or accounting officer.

## References and Related Documents:

Bylaws Article IV: Board of Directors, Section 4: Nominations

Policy Title:	Conflicts of Interest
Policy Number:	BP 2
Review Frequency:	Triennial
Last Reviewed:	February 21, 2024
Date Adopted:	May 16, 2001
Effective Date:	Ratified by the board effective August 22, 2019
Amendment Dates:	October 16, 2003; August 22, 2019; February 21, 2024
Approver:	Board of Directors
Applies to:	Board of Directors, Officers, General Counsel and designated employees
Superseding Effect	This Policy supersedes all previous policies and memoranda concerning the subject matter. Only the Approver may authorize exceptions to this Policy. If any portion of this Policy conflicts with the Bylaws of Rappahannock Electric Cooperative, the Bylaws control.





# Certificate

CONFLICTS OF INTEREST

RAPPAHANNOCK ELECTRIC COOPERATIVE  
P.O. BOX 7388, FREDERICKSBURG, VIRGINIA 22404-7388

## Certification:

I, \_\_\_\_\_ (please print your name and title), ☐ **an incumbent Board member;** ☐ **a candidate to become a Board member;** ☐ **an Officer;** ☐ **or an applicant to become an Officer of the Cooperative** (please check the appropriate status) have read and am familiar with the provisions of REC Bylaws Article IV: Board of Directors, Section 3: Qualifications for Director and also the provisions of the Board Policy on Conflicts of Interest. Pursuant to this Policy, I hereby make this certificate and agree to comply with such provisions.

To the best of my knowledge and belief I am not involved with or affected by-and have no outside interests that create-a conflict with the interests of the Cooperative, except as follows (If there are none, please so note):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

.....

I understand and agree that the Cooperative may request a criminal background report and a credit report in my name.

I hereby affirm that I have not been convicted of a felony or a crime of moral turpitude.

During my service for the Cooperative, I agree to disclose fully and promptly any future situation that might involve, or appear to involve, me in any conflict of interest with the Cooperative and will otherwise scrupulously abide by the provisions of the Board Policy on Conflicts of Interest and the above-cited Bylaw provision.

Signed: \_\_\_\_\_

.....

In the County / City of \_\_\_\_\_, Commonwealth of Virginia, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, \_\_\_\_\_ personally appeared before me and acknowledged that he/she executed the foregoing instrument.

\_\_\_\_\_ Notary Public  
My Commision Expires \_\_\_\_\_



## 1. Purpose

- 1.1. To establish guidelines and procedures for a planned, orderly transition of Cooperative Directors and filling any unplanned vacancy or vacancies on the Board;
- 1.2. Develop qualifications that are essential characteristics of individuals who are elected or appointed to succeed a director; and
- 1.3. To continue the Cooperative's viability, good governance and mission, all in the best interest of the Cooperative and its members.

## 2. Scope

This policy applies to REC's Board of Directors (the "Board").

## 3. Policy Statement and Implementation

- 3.1. It shall be the policy of the Board to implement the guidelines set forth in this policy in an objective, systematic and coordinated manner that will ensure that a broad spectrum of qualified candidates are encouraged to participate in the Board evaluation process with the primary goal of selecting or recommending board members best suited to fill identified knowledge, demographic, and/or skill gaps and guide the Cooperative.
- 3.2. The Board has resolved that the qualifications below shall serve as a general guide in the recommendation or selection of future Board members.
  - 3.2.1. Director Qualifications:

In addition to the Bylaws, Article IV, Board of Directors, Section 3: "Qualifications for Director," Board candidates shall also meet the following general requirements: Qualifications

    - 3.2.1.1. Be motivated to serve the best interests of the membership as a whole as a director of a high-performing, member-focused organization;
    - 3.2.1.2. Possesses an understanding of basic financial matters and fiduciary responsibilities of a board member, including evaluation of opportunities and risks presented to the Cooperative;
    - 3.2.1.3. Be recognized as a leader in their industry and/or community;
    - 3.2.1.4. Be experienced in serving on a board or reporting directly to a board and have knowledge of governance best practices;
    - 3.2.1.5. Be committed to learning about the Cooperative and its diverse membership in order to be a meaningful contributor on behalf of all Cooperative members;
    - 3.2.1.6. Be willing and capable of articulating points of view that may challenge the thinking/direction of the board and management team;
    - 3.2.1.7. Place a high value on personal and corporate integrity and ethical behavior;
    - 3.2.1.8. Have an understanding of cooperatives;
    - 3.2.1.9. Be willing and able to successfully complete NRECA's Credentialed Cooperative Director program within three years of becoming a director;
    - 3.2.1.10. Be willing and able to participate in the Cooperative's New Director Orientation program;
    - 3.2.1.11. Be financially secure (not motivated by director compensation);



- 3.2.1.12. Possess understanding and capabilities around the oversight of inclusive culture, practices, and strategy as outlined in the Cooperative's Diversity, Equity, and Inclusion (DEI) Plan.
  - 3.2.1.13. Once elected, the Board member must execute a confidentiality and standards of conduct agreement.
  - 3.3. The following procedures have been established to assist the Board in addressing succession planning for any Board vacancies:
    - 3.3.1. Planned Succession
      - 3.3.1.1. In accordance with Term limits approved November 18, 2009, the Executive Committee shall annually review the Board Succession Schedule for any potential Board vacancy.
      - 3.3.1.2. Following notification by a director regarding a date of termination, the Board shall:
        - 3.3.1.2.1. Exercise the processes as defined in the Bylaws Article IV, Board of Directors;
        - 3.3.1.2.2. Review the Board Prospect Forms for potential Board candidates and inform potential candidates of vacancy in upcoming Board election process.
      - 3.3.1.3. The Board may make board member recommendations to the membership.
    - 3.3.2. Unplanned Vacancy
      - 3.3.2.1. In the event of an unexpected loss of a director for any reason, the Board Chairman and all Directors shall be notified immediately by the President & Chief Executive Officer or Assistant Secretary of the vacancy on the Board of Directors.
      - 3.3.2.2. As soon as practical after an unplanned Board vacancy, the Board shall, in accordance with Article IV, Section 6, of the Bylaws and in conjunction with the President & Chief Executive Officer, work to address the board vacancy issue as follows:
        - 3.3.2.2.1. Establish a search for a person to fill the director vacancy
        - 3.3.2.2.2. Develop a profile of Board needs
        - 3.3.2.2.3. Set a date for receipt of résumés for Director candidates
        - 3.3.2.2.4. Screen the Board applicants and choose interviewees
        - 3.3.2.2.5. Interview candidates
        - 3.3.2.2.6. Select and appoint of new Director
        - 3.3.2.2.7. Inform Membership – Cooperative Living
        - 3.3.2.2.8. Undertake other reasonable steps
- 4. Responsibilities**  
It shall be the responsibility of the Chairman and the President & Chief Executive Officer to present to the Board this policy, which has been established to assist the Board in fulfilling one of its most important functions, which is the recommendation of or selection of qualified Board members.
- 5. Confidentiality**  
This policy may be treated as public and may be made available on REC's website or other communication channels.
- 6. Definitions**  
Board: The Board of Directors for Rappahannock Electric Cooperative  
Cooperative: Rappahannock Electric Cooperative and its affiliates.



# Board Member Transition (cont)

POLICY # BP 11  
RAPPAHANNOCK ELECTRIC COOPERATIVE

## References and Related Documents:

Rappahannock Electric Cooperative Bylaws

Policy Title:	Board of Directors Succession
Policy Number:	BP 11
Review Frequency:	Triennial
Last Reviewed:	February 21, 2024
Date Adopted:	May 19, 2010
Effective Date:	May 19, 2010
Amendment Dates:	October 21, 2021; February 21, 2024
Approver:	Board of Directors
Applies to:	Board of Directors
Administrator:	Chair of the Board of Directors
Superseding Effect	This Policy supersedes all previous policies and memoranda concerning the subject matter. Only the Approver may authorize exceptions to this Policy.



# Director Candidate Information Session

Deciding whether to seek election to REC's Board of Directors is not a decision to take lightly. We want candidates to learn about the history of your Cooperative, and the responsibilities and commitment required to serve on the Board. REC is hosting a virtual Candidate Information Session for any REC member-owner considering running in the 2024 director elections. Attendance at this virtual meeting is not required, but is recommended.

**TBD**

## **Agenda**

Overview of Your Cooperative  
Review of Board Expectations  
Legal and Fiduciary Responsibilities  
Election Timeline and Candidate Materials Review

RSVP to participate in the Virtual Candidate Information Session  
by contacting [directorelections@myrec.coop](mailto:directorelections@myrec.coop).

Details on how to connect will be provided once the RSVP has been received.



# Election Process and Communications

In July 2024 official Director Election candidate communications will be published. All active member-owners are mailed an official proxy designation form and Annual Meeting information. Member-owners with an email address on file with REC are also emailed an electronic proxy designation. Member-owners can also complete the proxy designation in MyREC SmartHub. Profiles of all qualified candidates appear within REC's pages of the July issue of *Cooperative Living*. On REC's website [www.myrec.coop](http://www.myrec.coop), regional director election webpages will provide candidate profiles, photographs, and video speeches.

The Proxy Designation Form (prior year sample included) identifies all qualified candidates and allows member-owners who are unable to participate in the elections to designate a proxy to vote on their behalf. Member-owners vote for the candidate of their choice for each regional election at the Annual Meeting. REC utilizes a third-party election service provider with additional oversight provided from an audit firm.





# Director Candidate Profile Form

Director candidate profiles will appear in Rappahannock Electric Cooperative's pages of the July issue of *Cooperative Living* magazine along with the official Annual Meeting announcements and publications.

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Candidate Full Legal Name

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Candidate Bio

*The candidate bio is limited to 300 words for publication requirements (the 300-word limit should include factual candidate information in the following order - occupation, education, civic & public affairs activities). If necessary, editorial staff may alter the statement in order to meet space and publication requirements.*

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Photograph

*Please email or return two (2) professional high-quality (5MB or higher) color photographs to be used in election publications and displayed at the Annual Meeting. Printed images may be submitted and should be printed on photo lab quality paper.*

**Return Deadline:** Submit your electronic Director Candidate Profile information to [directorelections@myrec.coop](mailto:directorelections@myrec.coop) no later than 5 p.m. Friday, April 19, 2024. If an electronic version is not an option, please contact Whitney Watts, Assistant Secretary to the Board at [directorelections@myrec.coop](mailto:directorelections@myrec.coop) or [540-891-5889](tel:540-891-5889).



# Video and Photography Consent and Release Form

I hereby grant Rappahannock Electric Cooperative and its subsidiaries permission to use and release photographs and other images of me for all Cooperative-related promotional materials, marketing efforts, and productions without restriction. This release applies to all images of me in print, electronic, video, and broadcast formats, in addition to the use of my name, comments, and endorsements that may serve to assist the Cooperative with its promotional and marketing efforts. I agree that the Cooperative may use, edit, and reproduce these images in any form and that the Cooperative may share these images with other media for purposes related to the Cooperative's promotional and marketing efforts. In so doing, I release all claims against the Cooperative and other media with respect to copyright, publication, or use of such photographs or video footage, including any claims for compensation related to their use.

---

Name of Individual (Print)

---

Date

---

E-Mail

---

Phone Number

---

Signature of individual granting release



In an effort to ensure REC member-owners can hear directly from the candidates in the Director Election, REC is offering the opportunity for each candidate to record candidate speech videos.

## **GUIDELINES:**



- The Assistant Secretary to the Board/Executive Assistant, Whitney Watts, will coordinate the video recording schedule to take place in person. Details on the location will be provided.
- REC recommends that candidates prepare remarks in advance of the recording day and are encouraged to use this video to share information about their qualifications for the Board, as well as their position and goals pertaining to important matters related to the Cooperative's membership. If a candidate would like to have remarks uploaded to a teleprompter their remarks must be provided to Watts two days in advance.
- Professional attire is encouraged.
- Candidates will have up to 3 minutes to give their remarks and will have three takes for their message during their scheduled recording time. Verbal speech is roughly 130 words per minutes, so if preparing remarks in advance, aim for 390 words or less. REC does not edit the videos after production.
- Each of the three recordings will be provided to the candidate so that they can select the video they choose to appear on the REC website.

Candidate speech videos will appear on a 2024 Director Election region webpage. All candidates will be featured on the webpage for the region they would represent. In addition to the candidate speech video, each candidate's photo and biography will also appear on the region webpage.






# Example of Director Elections Proxy Designation Card


**Rappahannock Electric Cooperative**  
A Touchstone Energy® Cooperative 

## 2022 Annual Meeting & Director Elections

### Member-Owner Proxy Designation Options



**Online:** Scan the QR code with a mobile device to access your official proxy or go to [directvote.net/REC](https://directvote.net/REC) to access the login page. You will need your Member Number and Election Passcode found on this form. Both are necessary to log in. You can also login and vote using MyREC SmartHub. Proxy Designation begins July 1 and ends Aug. 3 at 5 p.m.





**By Mail:** Please complete, sign and date the Proxy Designation Form and return it in the postage paid envelope. Your completed Proxy Designation Form must be received by 5 p.m., Aug. 3.


If you do not plan to participate in the remote Annual Meeting on Aug. 10, you are encouraged to return your Proxy Designation Form for the 2022 Director Elections.

If your preference is to participate in the virtual Annual Meeting, registration opens at 7 a.m. on Aug. 4 and closes at 5 p.m. on Aug. 5. Register online at [myrec.coop/register](https://myrec.coop/register) or call 1-800-652-3904. Only registered members will receive instructions to join the event on Aug. 10.

PLEASE DETACH BEFORE RETURNING

**Rappahannock Electric Cooperative**  
A Touchstone Energy® Cooperative 

**Step 1. This form must be properly signed to be valid.**

 **Sign and Date** Must be signed by REC member. Sign your name as it appears on your REC account and enter date.

X	X
SIGNATURE	DATE
TITLE (if you are a representative or officer of a company or organization)	

**Step 2. Mark only one box in Blue or Black ink. If you do not complete this step, the Board of Directors will vote on your behalf.**

☐ **Board Select:** Mark here to designate your proxy to the REC Board of Directors to vote on your behalf.

-OR-

☐ **Designate Someone Else:** If you designate someone other than the REC Board of Directors as your proxy, he/she must participate in the Annual Meeting to cast your vote. In addition, if your designated proxy is someone other than a current Board member or candidate, please provide a valid phone number or email so he/she can be contacted to register to participate.

CLEARLY PRINT THE NAME OF PERSON PARTICIPATING IN YOUR ABSENCE	PHONE NUMBER
EMAIL ADDRESS (Optional)	

**OPTIONAL Step 3.**

**Candidate Selection:** If you have a preference on how you want your proxy to vote, check one candidate per region or abstain. Mark only one box per Region in Blue or Black ink. If no preference is indicated your proxy will decide how to cast your vote.

**Region I:**

☐ Michael W. Lindsay - Incumbent

☐ Abstain

**Region VI:**

☐ Milton R. Bush

☐ Linda R. Gray - Incumbent

☐ Joy Carter Minor

☐ Mack A. Wright Jr.

☐ Abstain


**Region VII:**

☐ J. Mark Wood - Incumbent

☐ Abstain

**MARKING INSTRUCTIONS**  
**EXAMPLE** ■

All Proxy Designation Forms returned by mail or online must be received by Survey & Ballot Systems no later than 5 p.m., Aug. 3, 2022.

 **Return to be registered to win prizes!**





## Director Election Candidates

### REGION IV



#### Sanford Reaves Jr.

—Incumbent

Sanford Reaves Jr. is a lifelong native of Culpeper County. He graduated in 1974 from Culpeper County High School. Sanford is also a 1976 graduate of Smithdeal-Massey Business College of Richmond and 2005 graduate of the Virginia Union University School of Theology, where he earned a Master of Divinity. He is a son of the Antioch Baptist

Church of Culpeper. He is also a 40-year-plus strong supporter and proud member of REC.

Sanford lives in the Salem District of Culpeper with his wife of 46 years, Lorraine. Sanford has three children, seven grandchildren and 4 step-grandchildren. Since 1995, he has been the owner and President of Sanford and Sons Construction and Janitorial Services. Sanford worked as Operations Manager for Federal Express for 7½ years and General Manager for

Omni Services Inc., Sanis Division of Culpeper, for 8½ years. Sanford is also a local Realtor, building contractor and has served on the Culpeper County Planning Commission for 27 years, currently holding the position of Chairman.

Sanford serves on the Board of Directors for the Culpeper Renaissance Inc. and Salem Educational Foundation. Also, he has served on the Board of the Culpeper Chamber of Commerce and Culpeper Jaycees and as NAACP past president and as past Moderator at Wayland Blue Ridge Ministers and Deacons Union.

He is a man of integrity and high morals, which has allowed him to serve as the Pastor of the Mt. Zion Baptist Church in Locust Grove for 16 years. Sanford looks forward to having the opportunity to continue serving the people in his community as the Director of Region IV on the REC Board. He thanks you in advance for your continued support in helping him to achieve his goal.



#### Letitia "Tish" Smyth

In 1991, Letitia "Tish" Smyth's family moved to Culpeper County. At the time, she was a teacher. After earning her Bachelor of Arts in Music Education from Catawba College, and before she met her husband, she taught in Madison County. After marriage, they moved to Richmond and eventually Culpeper, where they have lived for the last 32 years. After teaching for 16 years, she expanded her goals and became a Realtor. Since 2002, she

has sold the best of Virginia in Greene, Orange, Louisa, Culpeper, Fauquier, Spotsylvania, Warren and Shenandoah counties. Originally from the valley, she knows and cherishes this area and the people in it.

She began volunteering in our community as a Board member of Culpeper Recreation Club throughout the 1990s. After the move to real estate, she wanted to better learn the local area and the needs of the residents, so she

joined the Greater Piedmont Realtor Association (GPR) and held numerous leadership positions in the organization between 2008 and 2014, including President of GPR.

Since 2017, she has been closely involved with Culpeper Renaissance Inc. (CRI), a local nonprofit that focuses on enhancing the downtown experience for residents, businesses and tourists. She stepped down as President of CRI last year but remains closely involved with the organization and its efforts. She also spends time volunteering at her church, Reformation Lutheran Church, having participated in and led the Stephen Ministry and Children's Bible Study. On occasion, she plays piano for the different services, a wonderful opportunity to make the music she fell in love with years ago.

It is her joy to live and work here. She lives in a beautiful area of Virginia. Piedmont of Virginia offers four nice seasons and beautiful views. She will consider it a privilege to work with REC for our communities.



#### William S. Wilson Jr.

William S. Wilson Jr. believes that you should never let disappointment define your destiny in life. At the age of 3, he was adopted. William graduated from high school with a diagnosis of emotional disturbance as a special education student. He was told by his counselor that he was a hardworking young man, but that he wasn't college material. William worked at various jobs, including as a truck driver, pest exterminator, painter,

laborer, retail clerk, waiter, cashier, etc. until he became a teacher's aide.

He realized he wanted to help people make their lives better through education. He started his education at community college, where he received his Associate's Degree. For 34 years, his passion as a teacher inspired students to believe in their abilities and exceed expectations. William gave ownership to all students who had previously been unsuccessful, and made them feel a

part of their school community, which inspired the students to believe in their abilities and perform better than ever expected. He has personally improved the climate of every school that he worked at, by being a creative educator that has the unique ability to raise the consciousness in each student. He strived to nurture a team approach by modeling outstanding moral values while creating a connection between team members that raised the baseline of motivation.

William received the "Teacher of the Year Award" five times during his distinguished career in public education. He had two magazine articles and five newspaper articles written with regards to his success in education. His style of hands-on teaching, parent-student relationship building, and intense motivation created academic scholars that included ELL, 504, special needs and general education students. In William's career, he has instilled the passion to inspire, and he has the knowledge to exceed the mission, goals and objectives of REC.



myrec.coop



## Randy Thomas

—Incumbent

A resident of Spotsylvania County for 25 years, Randy Thomas has served his community in a variety of ways. His many community contributions include being a charter member of the Stafford Rotary Club and past member of the Board of Directors. He also served on the Board of Directors and as a past member of the Fredericksburg

Area Builders Association, and served on the Board of Directors of REC's C.A.R.E. Charity, which administers The Power of Change program. He is also a member of the Lake Anna Civic Association.

Randy is currently on the Board of Directors for REC and is on the Finance Committee and the Bylaws Committee. He also is REC's Director Representative as a Board member at Old Dominion Electric Cooperative, the primary generation and transmission provider for REC. Randy has earned his Credentialed Cooperative Director's Certificate, Board Leadership Certificate and just completed his Director Gold Certificate through the National Rural Electric Cooperative Association.

## REGION V

Randy's love and passion for sports are also evident in other community activities such as his eight years of service as manager and coach in the Cal Ripken and Babe Ruth Youth Baseball Association and two years of service as coach in the parks and recreation league youth football in Spotsylvania County. He also volunteered and coached for Fredericksburg Christian School's athletic department. Randy's community involvement also includes service as past president of the Fredericksburg Country Club, including six years on the Board of Directors, 10 years of service on the Finance Committee, and three years as Chairman of the Finance Committee.

Randy's employment experience includes serving as an insurance agent for REC from 1993-1999, providing liability, worker's compensation, and auto and property lines. He was Partner, Vice President and CFO of Washington Chichester and Clarke Insurance in Fredericksburg, with 25 years of experience in finance, budgeting, planning and acquisitions. Currently, he serves as Senior Vice President of World Insurance Associates, where he has been employed since 2007.

Randy graduated from Stafford High School and attended Radford University. He resides in Spotsylvania with his wife and two children.

## REGION IX



## Eugene "Gene" L. Campbell Jr.

—Incumbent

Eugene L. Campbell Jr. lives in King William County with his wife, Suzanne. They have one son, Wyatt Campbell, who is a sophomore at James Madison University. Eugene was born and raised in King William on a dairy farm. After graduating from Virginia Tech in 1973 with a Bachelor of Science in Civil Engineering, he started his career as a

consulting engineer and retired in 2014 as a project manager for Southwood Builders, a commercial construction firm in Ashland.

Eugene is a member of the Ruritan Club, where he has served as President, Vice President, Secretary and Director. He is Secretary/Treasurer of the King William Ruritan Foundation.

He is a lifetime member of the King William Historical Society, where he served as Secretary of the Society's Museum Council for 14 years. He is also a lifetime member of McKendree United Methodist Church, where he served as Chairman of the Board of Trustees, Chairman of the Administrative Council and is Chairman of the Finance Committee.

Eugene served 10 years (2000-2010) on the Bon Secours Memorial Regional Medical Center Community Advisory Board, serving a term as Vice Chairman and Chairman of the Board.

Eugene is Secretary/Treasurer of the King William County Economic Development Authority and served two terms as its chairman in 2016 and 2017. He served as Chairman and Vice Chairman of the Redistricting Committee in 2001, 2011 and 2021, Chairman and Vice Chairman of the County Tricentennial Committee Celebration in 2002 and served six years on the County Electoral Board from 2016 through 2022.

Since his appointment to the REC Board in January 2018, Eugene has strived to be fully informed of regulations and operations of electric cooperatives. Eugene completed the NRECA Credentialed Cooperative Director program in 2019, completed the Board Leadership Certification in 2022 and is pursuing the GOLD Leadership Certificate. Eugene serves on the REC Board Bylaws and Human Resources Committees and has served on the Annual Meeting Committee.

Eugene states if he is reelected, he will continue to listen to the concerns of the members of REC and represent their best interests.



## Ronald J. Dixon

Ronald J. Dixon has been a resident of Essex County for 21 years. Born in Philadelphia, Pa., in 1962, he started working for the Naval Facilities Engineering Command at the Philadelphia Naval Shipyard when he was just 17 years old. He applied for the Philadelphia Naval Shipyard apprenticeship program in 1987 and graduated in 1991 as a Journeyman Pipefitter.

Ronald continued his journey in government and received a college education from Westwood College, Montgomery College, Pennsylvania Institute of Technology and Temple University, ultimately becoming a Mechanical Engineering Technician. He transferred/worked at other facilities after the Philadelphia Shipyard closure: Navy Medical Center in Bethesda, Md., the Pentagon outside of Washington and the General Services Administration in Washington and Silver Spring, Md. Ronald retired after 37 years of government service on June 30, 2017.

Currently Ronald works part-time at Lee Davis Mini Storage, located in Mechanicsville, Va., as a Maintenance Facilities Manager. His job includes making electrical repairs, carpentry, rollup door spring repairs and small roof repairs. The site is now 100% completely installed with LED exterior lighting since his tenure there. He is also the owner/operator of RJ Dixon Plumbing/Contracting, LLC, which handles small plumbing and general contracting repair jobs.

Before COVID-19, he worked part-time with Kings Korner Catering in Chesterfield, Va., as lead caterer, bartender and worked as part of the setup team for catering events. Ronald catered for seven years and enjoyed making the customers' day "a day to remember." He recently stepped away from catering after the unexpected passing of his daughter, Rysheema, to embark on a new endeavor—the establishment of the Rysheema Dixon Foundation, which continues her focus on social entrepreneurship.

# Appendix





# Disclosure and Authorization for Procurement of Consumer Report

This disclosure is to inform you that Rappahannock Electric Cooperative (REC) may obtain, after receiving written authorization from you by your signature below, one or more consumer reports from a consumer reporting agency for the purpose of evaluating you for eligibility to serve as a member of its Board of Directors. The consumer report may contain information bearing on your credit worthiness, credit standing, credit capacity, character, criminal records to the extent permitted by law, general reputation, personal characteristics, or mode of living from public record sources, creditors or other sources.

By signing below, you acknowledge that you understand that in connection with your potential retention as a member of the Board of Directors, and in the course of your service should you be elected to serve, REC may obtain for such purposes consumer reports from a consumer reporting agency as described in the preceding paragraph. You hereby authorize REC to obtain such consumer reports.

You have been given a copy of this Disclosure and Authorization form. You have also been given a copy of a summary of your rights under the Fair Credit Reporting Act.

**BY YOUR SIGNATURE BELOW, YOU HEREBY AUTHORIZE US TO OBTAIN A CONSUMER REPORT ABOUT YOU FOR PURPOSES DESCRIBED ABOVE.**

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Former Name (e.g., if name changed through marriage or divorce)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address, City, State, Zip

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
SS#

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State Issued



*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer



reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>



**CRIMINAL HISTORY RECORD NAME SEARCH REQUEST****PURPOSE OF THIS REQUEST (Check only one):**

- ☐ DOMESTIC ADOPTION
 ☐ INTERNATIONAL ADOPTION \_\_\_\_\_ COUNTRY \_\_\_\_\_  
☐ VISA (INTERNATIONAL TRAVEL)
 ☐ OTHER (please specify) \_\_\_\_\_

**NAME INFORMATION TO BE SEARCHED:**

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_ MAIDEN NAME \_\_\_\_\_

RACE \_\_\_\_\_ SEX \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_  
 / / (MM/DD/YYYY)

**AFFIDAVIT FOR RELEASE OF INFORMATION:**

I hereby give consent and authorize the Virginia State Police to search the files of the Central Criminal Records Exchange for a criminal history record and report the results of such search to the agent or individual authorized in this document to receive same.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_ ☐ County ☐ City of \_\_\_\_\_; to wit: Subscribed and sworn to before me on: \_\_\_\_\_ (MM/DD/YYYY)

\_\_\_\_\_  
Signature of Notary Public

My commission expires: \_\_\_\_\_ My registration # is: \_\_\_\_\_

**SIGNATURE OF PERSON MAKING REQUEST:**

As provided in Section 19.2-389, Code of Virginia, I hereby request the criminal history record of the individual named above and swear or affirm I have the consent of the individual to obtain their record and will not further disseminate the information received, except as provided by law.

\_\_\_\_\_  
Signature of Individual Making Request

State of \_\_\_\_\_ ☐ County ☐ City of \_\_\_\_\_; to wit: Subscribed and sworn to before me on: \_\_\_\_\_ (MM/DD/YYYY)

\_\_\_\_\_  
Signature of Notary Public

My commission expires: \_\_\_\_\_ My registration # is: \_\_\_\_\_

**NAME AND MAILING ADDRESS OF AGENCY, INDIVIDUAL OR AUTHORIZED AGENT MAKING REQUEST:**

Mail Reply To:

NAME	
ATTENTION	
ADDRESS	
CITY STATE ZIP CODE	

**FEES FOR SERVICE:**



- ☐ \$15.00 CRIMINAL HISTORY SEARCH
 ☐ \$8.00 CRIMINAL HISTORY SEARCH  
☐ \$20.00 COMBINATION CRIMINAL HISTORY & SEX OFFENDER SEARCH
 ☐ \$16.00 COMBINATION CRIMINAL HISTORY & SEX OFFENDER SEARCH

\* FEES For Volunteers with Non-Profit Organizations:

\* To be entitled to reduced price, services must be on volunteer basis for a non-profit organization with a tax exempt number. Attach documentation to form which supports volunteer status and include organization's name, address, and the tax exempt identification number.

**METHOD OF PAYMENT: (Note: Personal Checks Not Accepted)**

☐ Business or Certified check or Money order (payable to Virginia State Police)

CHARGE CARD: ☐ MasterCard  OR ☐ Visa 

Account Number: \_\_\_\_\_ - - - - - Expiration: \_\_\_\_\_ /

Signature of Cardholder: \_\_\_\_\_

☐ Virginia State Police Charge Account Number: \_\_\_\_\_

**Mail Request To:**

Virginia State Police  
 Central Criminal Records Exchange – NF  
 P. O. Box 85076  
 Richmond, Virginia 23261-5076

ATTN: NEW FORM

**FOR STATE POLICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

Response based on comparison of name information submitted in request against a master name index maintained in the Central Criminal Records Exchange only.

- ☐ No Conviction Data – Does Not Preclude the Existence of an Arrest Record  
☐ No Criminal Record – Name Search Only ☐ No Criminal Record – Fingerprint Search  
☐ No Sex Offender Registration Record ☐ Criminal Record Attached

Purpose code: ☐ C  
☐ N  
☐ O

Date: \_\_\_\_\_ By CCRE/ \_\_\_\_\_



## CRIMINAL HISTORY RECORD NAME SEARCH REQUEST

### INSTRUCTIONS FOR COMPLETING THE CRIMINAL HISTORY REQUEST FORM

Pay By: Certified Check/Money Order or Business check made payable to "Virginia State Police"  
OR we accept VISA and MasterCard  
Personal Checks Not Accepted

**Effective November 1, 2010, the public is hereby placed upon notice that returned checks or dishonored money orders and/or credit card payment denials will incur a handling fee of \$50 in addition to the amount of the original payment. Requesting goods or services will be deemed to be acceptance of these terms.**  
**Code of Virginia §2.2-4805.**

Discard these Instructions Prior to Submitting to State Police

Refer to Page 2 of these Form Instructions for Pricing Structure and Types of Name Searches Available

If you are interested in obtaining a name search of the "Sex Offender and Crimes Against Minors Registry," refer to the instructions on page 2 of this form.

The Form Must be **TYPED OR NEATLY HAND-PRINTED**.  
Complete the Criminal History Record Request by following these instructions:

\*\*\*

**PURPOSE OF THIS REQUEST:**

Primary reason for request.

**NAME INFORMATION TO BE SEARCHED:**

Name, race, sex, date of birth, and social security number on whom the criminal record name search is to be conducted. Providing the social security number is voluntary; however, it is a screening tool that is used for this request to be processed in a more timely manner. Failure to provide this number may result in an inability to process this request due to multiple records with similar names and demographics. Without this additional identifier, the form may be returned to the requestor unprocessed, and the applicant will be required to submit a set of fingerprints along with this request form to determine if this applicant has a criminal record. Social Security Numbers provided will be used to help identify the proper record and will be used for no other purpose.

**AFFIDAVIT FOR RELEASE OF INFORMATION:**

Individual's signature on which the search is to be conducted. The signature indicating consent must be notarized for the search to be conducted and mailed to the individual or authorized agent (if applicable).

**SIGNATURE OF PERSON MAKING REQUEST:**

Affidavit must be signed by authorized agent and notarized to receive the search results.

**NAME AND MAILING ADDRESS OF AGENCY, INDIVIDUAL OR AGENT MAKING REQUEST:**

Name and complete mailing address of the individual, agency or authorized agent to receive processed criminal record search must be completed.

**FEES FOR SERVICE:**

Indicate fee that is submitted, based upon type of request. Fees for volunteer of non-profit organizations must be accompanied with their tax exempt number.

**METHOD OF PAYMENT:**

Indicate method of payment

Mail the Completed SP-167 "Criminal History Record Request" to:

Virginia State Police  
Central Criminal Records Exchange – NF  
P.O. Box 85076  
Richmond, Virginia 23261-5076

**COMPLETE CRIMINAL**

**BACKGROUND CHECK ONLINE:**

<https://vspapps.vsp.virginia.gov/catspublic/public/publicHome.html>

### Instructions For Requesting a Search of the “Sex Offender and Crimes Against Minors Registry”

In accordance with Section 9.1-900 – 9.1-918, Code of Virginia, the Central Criminal Records Exchange of the Virginia Department of State Police is responsible for maintaining the above captioned Registry containing name, personal descriptive/conviction information and photographs of individuals convicted of specific sex offenses. The law also provides for the dissemination of sex offender registrations for the following purpose: Child/adult care, child minding, public/child protection, daycare services, volunteering services or employment. To request an inquiry of the Registry, SP-266 “Sex Offender and Crimes Against Minors Registry” name search forms may be obtained by downloading from the Virginia State Police website: <http://www.vsp.virginia.gov>.

There are two classifications of sex offenders: the sex offender and violent sex offender. A single name search can be conducted to determine if a person is convicted of a violent or sex offense by completing and SP-266 form. Violent sex offenders can be searched on the Virginia State Police website: Virginia State Police Sex Offender and Crimes Against Minors Registry <http://sex-offender.vsp.virginia.gov/sor/>.

#### Cost Structure and Types of Records Searches Available

\*\*\*

CRIMINAL HISTORY RECORD	\$15.00 per search of Criminal History Name File.
COMBINATION CRIMINAL HISTORY/SEX OFFENDER REGISTRY	\$20.00 for a COMBINATION criminal history record name search conducted and a Sex Offender and Crimes Against Minors name search.
COMPLETE SEX OFFENDER REGISTRY	\$15.00 per search of the Sex Offender Registry only through the submission of an SP-266 “Sex Offender and Crimes Against Minors” name search request form.
VIOLENT SEX OFFENDERS	No Charge for searches conducted of violent offender registrations ONLY through the Virginia State Police website: Virginia State Police Sex Offender and Crimes Against Minors Registry <a href="http://sex-offender.vsp.virginia.gov/sor/">http://sex-offender.vsp.virginia.gov/sor/</a> .
NON-PROFIT ORGANIZATION COMBINATION CRIMINAL HISTORY/SEX OFFENDER REGISTRY	\$16.00 for a COMBINATION criminal history record name search conducted for a “Criminal History Record Name Search” and “Sex Offender and Crimes Against Minors.” The purpose of this search is for volunteering services for a non-profit organization. The SP-167 must be submitted attached to documentation explaining the purpose of the search is for volunteering services for a non-profit organization. The documentation must include the name of the organization, address and the tax-exempt identification number of the organization.
NON-PROFIT ORGANIZATION COMPLETE SEX OFFENDER	\$8.00 for each name search of the Sex Offender Registry conducted for individuals volunteering for a non-profit organization. The SP-167 must be submitted attached to documentation explaining the purpose of the search is for volunteering services for a non-profit organization. The documentation must include the name of the organization, address and the tax-exempt identification number of the organization.