



# 2021 DIRECTOR ELECTIONS

Nomination Packet



# Table of Contents

<b>Becoming a Candidate</b>	<b>1</b>
Director Election Timeline .....	2
Nomination Procedures .....	3
Nomination Petition Filing Form .....	4
Conflicts of Interest Policy .....	5
Conflicts of Interest Certificate .....	8
Board of Directors Succession Policy .....	9
Director Candidate Information Session .....	11
 <b>Election Process and Communications</b>	 <b>12</b>
Director Candidate Profile Form .....	13
Photograph Consent and Release Form .....	14
Director Candidate Videos Guidelines .....	15
Example of Director Elections Proxy Designation Card .....	16
Example of <i>Cooperative Living</i> Candidate Information .....	17
 <b>Appendix</b>	 <b>19</b>
Consumer Report Disclosure and Authorization Form .....	20
Your Rights Under the Fair Credit Reporting Act .....	21
Criminal History Search Request Form .....	25

# 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 2021 director elections take place as part of the Annual Meeting of the member-owners, which will be held remotely on Wednesday, Aug. 11, 2021. The membership will elect three directors, one each from the following geographic regions:

- **Region II** – the counties of Clarke, Fauquier, Stafford and portions of Warren and Rappahannock.
- **Region III** – the counties of Albemarle, Madison, Greene, Rockingham and a portion of Page County.
- **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**. Since REC's offices remain closed due to the COVID-19 health pandemic, 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 2021 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. May 1, 2021. 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





## 2021 Director Election Timeline

Event	Date
Director Elections open (earliest date to request and submit petition)	<b>March 1</b>
Candidate Information Session	<b>April 20</b>
Deadline for candidate nomination packet to be delivered to the Office of the President in the Fredericksburg office	<b>May 1</b> 5 P.M.
Candidate withdrawal deadline for removal from proxy ballot	<b>May 10</b>
Candidate meeting with Board	<b>May 19</b>
Mailing of proxy	<b>July 1</b>
Deadline to receive member-owners' proxy ballot ( <i>no less than two days before Annual Meeting</i> )	<b>Aug. 4</b> 5 P.M.
Annual Meeting	<b>Aug. 11</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. 12</b>



# Nomination Procedures

## SUBMITTING A 2021 NOMINATION PETITION FOR ELECTION TO THE BOARD OF DIRECTORS

Upon review of the Nomination Packet information enclosed, please ensure you return all of the required documents and forms described below. To comply with Bylaw requirements, **all completed nomination forms must be returned to the Office of the President at REC no later than 5 p.m. on May 1, 2021.** You may return the Nomination Packet by mail to arrive prior to deadline to the following address: **Office of the President, Rappahannock Electric Cooperative, P.O. Box 7388, Fredericksburg, VA 22404.**

---

Complete the official 2021 Nomination Petition. In order to be considered valid, a completed petition must have a minimum of 25 signatures of Cooperative members who are in good standing with the Cooperative. It is a good idea to secure more than the required minimum number of signatures in case some are found to be invalid. When the completed Petition is returned to the Cooperative, the endorsements 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.

### ☐ **Nomination 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.

- ☐ **Nomination Petition Filing Form**
- ☐ **Conflict of Interest Statement Certificate**

For purposes of eligibility to serve as a member of the Board of Directors, a background and credit check will be completed. The following forms, which provide consent and authorize the verification of the background information, must be submitted. The Cooperative pays all processing fees to obtain verifications.

- ☐ **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.**

Candidates may submit their resume along with the Director Candidate Profile form. Sign and return the Individual Photography Consent & Release

- ☐ **Resume**
- ☐ **Director Candidate Profile**
- ☐ **Individual Photography Consent and Release Form**



# 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**

---

## 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 \_\_\_\_\_ 2021,  
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 the 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, 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 exceeding \$2500 per year, shall disclose such transactions immediately to the full Board of Directors, prior to completion of such transactions.

3.2. The statements contained in the following paragraphs will serve as a guide to the members of the Board and to the President and 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 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 indicate 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 file with the President and 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 file with the President and 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 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 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 notify the Cooperative's 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 and to counsel with any Board member(s) or the President and CEO, as the situation may require. It is also the responsibility of the Board to assure, to the extent possible, that the Cooperative is not damaged or compromised because of the existence of a conflict of interest on the part of Board members, the President and CEO, Officers, designated employees, or the General Counsel.

**4.2. President and CEO:** It is the President and 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 counsel and/or 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 including CARE Charity, RE Communications Inc., and Extentia LLC.





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

- 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 of such nature and magnitude that an antagonism between such personal interest and that of the Cooperative exists, 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 opposed to his/her own interests. Such personal interests may not involve him/her but might involve some of his/her relatives, business associates, or other persons or organizations with which he/she is closely associated.
- 6.4. Designated employee: Senior vice presidents and vice presidents 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 lawyer who counsels the Board and executive leadership in a legal capacity
- 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:	August 22, 2019
Date Adopted:	May 16, 2001
Effective Date:	Ratified by the board effective August 22, 2019
Amendment Dates:	October 16, 2003; August 22, 2019
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--whichever is appropriate] have read and am familiar with the provisions of REC *Bylaws Article IV: Board of Directors, Section 3: Qualifications 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 \_\_\_\_\_



## **I. OBJECTIVES:**

- A. To establish guidelines and processes for a planned orderly succession of Directors and filling any unplanned vacancy on the Board;
- B. State the desirable qualifications determined to be the essential characteristics of individuals who are elected or appointed to succeed a director;
- C. Sustain the Cooperative's success and its guiding principles to the extent possible through continuity of good and faithful governance.

## **II. POLICY:**

It shall be the policy of the Board of Directors of REC to implement the guidelines set forth in this policy in a systematic and coordinated manner that will ensure a broad spectrum of qualified candidates are available to be reviewed and interviewed by the Board with the goal of selecting or recommending the most qualified individual.

## **III. RESPONSIBILITY:**

It shall be the responsibility of the Chairman and the President and 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.

## **IV. PROVISIONS:**

The Board of the Cooperative has resolved that the provisions below shall serve as a guide in the recommendation or selection of future Board members.

### **A. Director Qualifications:**

In addition to the Bylaws, Article IV, Board of Directors, Section 3: Qualifications for Director, Board candidates shall overall meet the requirements listed below:

#### **1. Qualifications**

- a. Possesses an understanding of basic financial matters and fiduciary responsibilities of a board member;
- b. Be recognized as a leader in their industry and community because of their strong record of accomplishment;
- c. Be experienced in serving on a board or reporting directly to a board;
- d. Be committed to learning about the Cooperative and its diverse membership and willing to devote 24 to 44 days per year in order to be a meaningful contributor on behalf of all members;
- e. Be willing and capable of articulating points of view that may challenge the thinking of the board and management;
- f. Place a high value on personal and corporate integrity and ethical behavior;
- g. Have an understanding of cooperatives;



## Board of Directors Succession Policy (cont.)

- h. Be willing and able to successfully complete NRECA's Credentialed Cooperative Director program within five years of becoming a director;
- i. Be willing and able to participate in the Cooperative's New Director Orientation program;
- j. Be financially secure (not motivated by director compensation)

### **V. PROCEDURES:**

The following procedures have been established to assist the Board in addressing succession planning for any Board vacancies.

#### A. Planned Succession

1. In accordance with Term limits approved Nov. 18, 2009, the Executive Committee shall annually review the Board Succession Schedule for any potential Board vacancy.
2. Following notification by a director regarding a date of termination, the Board shall:
  - a. Exercise the processes as defined in the Bylaws Article IV, Board of Directors;
  - b. Review the Board Prospect Forms for potential Board candidates and inform potential candidates of vacancy in upcoming Board election process.

The Board may make recommendations to the membership.

#### B. Unplanned Vacancy

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 and Chief Executive Officer or Assistant Secretary of the vacancy on the Board of Directors.
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 and Chief Executive Officer, work to address the issue as follows:
  - a. Establish a search for a person to fill the director vacancy
  - b. Develop a profile of Board needs
  - c. Set a date for receipt of resumes for Director candidates
  - d. Screen the Board applicants and choose interviewees
  - e. Interview candidates
  - f. Select and appoint of new Director
  - g. Inform Membership – *Cooperative Living*

### **VI. RATIFIED BY THE BOARD EFFECTIVE MAY 19, 2010.**



# 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 2021 director elections. Attendance at this virtual meeting is not required, but is recommended.

**April 20, 2021**  
**4 to 6 p.m.**

## **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).

# Election Process and Communications

In July 2021 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. Please submit your candidate profile information electronically no later than 5 p.m. on Friday, May 1, 2021. If an electronic version is not an option, please type or print your information clearly and return it to REC.

---

## Candidate Full Legal Name

---

## 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.*

---

## 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, May 1, 2021. 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**.



# 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

*Are you under the age of 18? (If "yes," the signature of a parent or guardian is required, below.)*

☐ **Yes**

☐ **No**

---

Signature of parent/guardian (if applicable)

---

Date

---

Signature of REC photo-shoot coordinator

---

Date

---

Signature of Director of Communications  
& Public Relations

---

Date





# Director Candidate Video Guidelines



REC is offering the opportunity for each candidate to record candidate speech videos on May 19, 2021. On this day, each candidate will be given the opportunity to record three versions of their candidate speech video. Candidate speech videos will then be provided to the candidate so that they can select the video they choose to appear on the REC website - [www.myrec.coop](http://www.myrec.coop).

Candidates are encouraged to use this video to share information about their qualifications for the REC Board of Directors, as well as their position and goals related to important matters related to the Cooperative's membership.


Candidate speech videos will appear on a 2021 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 

**2020 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, 2020 and ends Aug. 12, 2020 at 5 p.m.


**By Mail:** Please complete, sign and date the Proxy Designation Form and return it in the postage paid envelope. Mailed Proxy must be received by 5 p.m., Aug. 12, 2020.

If you do not plan to participate in the remote Annual Meeting on Aug. 19, you are encouraged to return your Proxy Designation Form for the 2020 Director Elections.

If your preference is to participate in the remote Annual Meeting, registration opens at 7 a.m. on Aug. 13 and closes at 5 p.m. on Aug. 14. Register online at [myrec.coop/register](https://myrec.coop/register) or call 1-800-562-3904. Only registered members will receive instructions to join the event on Aug. 19.

PLEASE DETACH BEFORE RETURNING

**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

SIGNATURE

X

DATE

, 2020

X

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

**Proxy Designation Form**  
2020 Annual Meeting  
Aug. 19, 7 p.m.

**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, they 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 they 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.

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

**Region IV:**

☐ Seth Heald

☐ Sanford Reeves Jr. - Incumbent

☐ Abstain

**Region V:**

☐ Randy Thomas - Incumbent


☐ Abstain

**Region IX:**

☐ Eugene L. Campbell Jr. - Incumbent

☐ Abstain

**All Proxy Designation Forms returned by mail or online must be received by Survey & Ballot Systems no later than 5 p.m., Aug. 12, 2020.**

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



## MEET THE CANDIDATES

Find more information about the candidates, the director elections and the remote Annual Meeting, which is set for Aug. 19: [www.myrec.coop/annualmeeting](http://www.myrec.coop/annualmeeting)

### REGION IV

#### Seth Heald



Seth Heald retired from the U.S. Justice Department after a 35-year career as a lawyer specializing in complex business litigation, including electric utility litigation. In his last ten years at the Justice Department he was in the Senior Executive Service, serving as chief of a trial section. He twice received the Justice Department's

John Marshall Award, and also received a Presidential Meritorious Award, given to no more than 5 percent of Senior Executive Service members.

Seth has a Master of Science degree in energy policy and climate from Johns Hopkins University (2017); a law degree (JD) from Georgetown University (1978); and a Bachelor of Arts in economics from Haverford College (1975).

Seth is an expert on energy policy and nonprofit governance, and a strong proponent of the cooperative form of business. He belongs to the National Cooperative Business Association

and attends the annual Rural Energy Conference sponsored by the American Council for an Energy Efficient Economy. As co-founder of the Repower REC campaign to reform our electric cooperative, Seth is a pro-consumer advocate who has worked to get REC to disclose its board members' compensation, post its audited financial statements online, post board members' contact information for co-op members to see, and implement energy efficiency programs such as Pay As You Save that can reduce electric bills for co-op members. He has also advocated for fair policies to help co-op members deploy rooftop solar to reduce energy costs.

Seth serves the community on the Piedmont Environmental Council board, where he co-chairs the governance committee. He also volunteers teaching civics, citizenship, and English at the Culpeper Literacy Council. He is a member of the Farm Bureau.

Seth and his wife, Caroline, live on a small farm in Culpeper County. They have two adult children. REC members can contact him at [Seth4RECBoard@gmail.com](mailto:Seth4RECBoard@gmail.com).

#### Sanford Reaves Jr. **Incumbent**



Sanford Reaves Jr. is a life-long native of Culpeper. 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 (Master of Divinity). He is a son of the Antioch Baptist Church of Culpeper and a member of Mt. Zion

Baptist Church in Locust Grove. He is also a 40-year-strong supporter and proud member of Rappahannock Electric Cooperative.

Sanford lives in the Salem District of Culpeper (REC Region IV) with his wife of 43 years, Lorraine, and has 3 children and 5 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 7 1/2 years and general manager for Omni Services Inc., Sanis Division of Culpeper for 8 1/2 years. Sanford is also a

local Realtor and has served on the Culpeper County Planning Commission for 28 years and currently holds the position of chairman.

He is a man of integrity and high morals, which has allowed him to be the pastor of the Mt. Zion Baptist Church for 13 years.

Sanford gets much satisfaction from serving his community. He has served on the board of directors for the Prison Re-Entry and Culpeper Chamber of Commerce. He is a past president of Culpeper Jaycees, NAACP and Wayland Blue Ridge Minister's and Deacon's Union past moderator.

Sanford is grateful to the REC members for trusting him to serve as director during the past 3 years and would be thankful and blessed to have the REC members' vote of support in continuing to work with the other board members to ensure that Rappahannock Electric Cooperative members continue to receive SAFE, RELIABLE and AFFORDABLE ENERGY.

## MEET THE CANDIDATES

### REGION V

#### 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 Rappahannock Electric Cooperative's Operation Round Up/The Power of Change. He is also a member of the Lake Anna Civic Association.

Randy is currently on the Board of Directors for REC and serves as REC's Board treasurer, is on the Finance Committee and the Bylaws Committee. Randy has earned his Credentialed Cooperative Director's Certificate through NRECA. He has taken seven of the 10 classes for the NRECA Board Leadership Certificate.

Randy's love and passion for sports are also evident in other community activities such as his eight-year service

as manager and coach in the Cal Ripken and Babe Ruth Youth Baseball Association, two years of service as coach in the parks and recreation league youth football in Spotsylvania County and his volunteering and coaching for the Fredericksburg Christian School 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 service 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 vice president of Danaher-Skewes and Associates, 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 L. Campbell Jr. **Incumbent**



Eugene L. "Gene" Campbell Jr. is a life-long resident of King William County. He was born and raised on a dairy farm and shares his love of rural living with his wife, Suzanne, and 17-year-old son, Wyatt.

Campbell actively volunteers with both service-driven and economic development organizations.

He currently serves on the King William Economic Development Authority and is part of the King William Internet Connectivity Initiative. Campbell was appointed to the County Electoral Board in 2016 and currently serves as its chairman.

As a member of the King William Ruritan Club since 1979, Campbell has volunteered many hours in service and has held leadership positions within the organization. His past affiliations include Businessmen Associations, Bon Secours

Memorial Regional Medical Center Community Advisory Board, and the County Recreation Commission. Campbell is a volunteer writer and photographer for the local Country Courier newspaper and is a life-long member of the King William Historical Society. He is also a life-long member of McKendree United Methodist Church, where he is currently chairman of the Board of Trustees.

Since joining the REC Board in January 2018, Campbell has strived to increase his knowledge of the operations of electric cooperatives. He successfully completed the NRECA Credentialed Cooperative Director (CCD) program in 2019 and is currently pursuing the Board Leadership Certificate (BLC) designation. He currently serves on the REC Bylaws and Human Resources committees and has served on the Annual Meeting Committee.

Campbell states if he is elected to the Board he will continue to listen to the members of REC and represent their best interests at all times.

# 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



## 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.