FORM 1295

Certificate of Interested Parties

Complete the Texas Ethics Commission filing before submitting applicable contracts.

1	**File Online**	Complete Form 1295 through the Texas Ethics Commission filing system.
2	**Print the Filing**	Use the generated form containing the certification number.
3	**Complete the Declaration**	An authorized agent completes and signs the unsworn declaration.
4	**Submit to COCISD**	Attach the completed form and certification to the proposal or contract.

Online Filing Required

- The attached sample does not replace the electronic filing
- Use the Texas Ethics Commission filing system and follow the current Commission instructions
- After the owner receives the Certification of Filing with the completed Form 1295, the owner will notify the Commission in an electronic format prescribed by the Texas Ethics Commission, of the receipt of those documents within thirty (30) days after receipt.
- The owner cannot enter into a contract for this project unless the proposer submits a disclosure.

Texas Ethics Commission Filing System

FORM 1295 / INSTRUCTIONS

Form 1295 - Vendor Filing Instructions

Complete the Texas Ethics Commission filing before submitting applicable contracts.

1	**File Online**	Complete Form 1295 electronically. All vendors must complete it even when no interested parties exist.
2	**Print the Filing**	Print the completed form and verify that a computer-generated certification number appears in the “Office Use Only” box.
3	**Complete the Declaration**	An authorized agent completes and signs the unsworn declaration.
4	**Submit to COCISD**	Attach the completed form and certification to the proposal or contract.

Online Filing Required

The attached sample does not replace the electronic filing. Use the Texas Ethics Commission filing system and follow the current Commission instructions.

Texas Ethics Commission Filing System

FORM 1295

Form 1295

CERTIFICATE OF INTERESTED PARTIES — FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20_____.
(month) (year)

_____
Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 12/22/2017

Must file online at www.ethics.state.tx.us/File