

County of San Diego
Clerk of the Board of Supervisors
Phone: (619) 531-5601 (Monday-Friday 8 a.m. – 5 p.m.)
Frequently Asked Questions (FAQ) regarding Statement of Economic Interest (Form 700)

1. Do I need to file a Form 700?

Each department or agency has a [Conflict of Interest Code](#) that designates which employees must file Form 700, and includes information regarding disclosure categories. For details, check with your agency official contact or the [Fair Political Practices Commission](#) (FPPC).

2. How do I file a Form 700? One of two ways:

- File electronically (e-file) by using the online e-filing system [E-Disclosure](#) at <https://www.southtechhosting.com/SanDiegoCounty/eDisclosure/Default.aspx>.

(Note: an E-Disclosure user account is required in order to access this system. Contact your agency official contact or the Clerk of the Board for assistance. Only those filers that file with the Clerk of the Board have access to E-Disclosure.)

OR

- File hard copy with original ink signature by mail to: Clerk of the Board of Supervisors
Attn: Form 700
1600 Pacific Highway, Room 402 San Diego, CA 92101

(Note: most agencies prefer the filer to either send hard copy to the agency contact person who will forward it to the Clerk of the Board or to e-file. Check with your agency official contact for direction.)

3. How do I access E-Disclosure?

Contact your agency official contact or the Clerk of the Board to request an E-Disclosure user account. Then go to the website and follow instructions:

<https://www.southtechhosting.com/SanDiegoCounty/eDisclosure/Default.aspx>.

4. Is there a training on how to e-file?

Yes. There are training videos and a Quick Reference Card once you log in to [E-Disclosure](#).

5. When am I required to file a Form 700?

- Assuming Office filing – within 30 days of assuming office
- Annual filing – every year between January 1st to April 1st
- Leaving Office filing – within 30 days of leaving office
- Amendment filing – immediately upon discovering an error or omission

6. I have questions that aren't answered here. Who do I contact?

Clerk of the Board of Supervisors

Brian Andrade, Senior Board Assistant

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