



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF ENVIRONMENTAL SERVICES  
WASTE MANAGEMENT DIVISION  
29 HAZEN DRIVE  
CONCORD, NEW HAMPSHIRE 03301

PERSONAL DISCLOSURE FORM INSTRUCTIONS

for operating permit applications  
pursuant to N.H. RSA chapter 147-A and  
N.H. RSA chapter 149-M

PERSONAL DISCLOSURE FORM  
INSTRUCTIONS

1. WHO MUST COMPLETE THIS FORM. Owners, directors, officers, partners, certain equity and debt holders and key employees of the applicant and of certain affiliated business concerns, as indicated in the Business Disclosure Form, must complete this form. The form is to be filed along with the Business Disclosure Form of the applicant.
2. ALL QUESTIONS MUST BE ANSWERED. Read every question carefully before answering any. Answer every question completely. Do not leave any spaces blank. If a question does not apply to you, enter "Not applicable" or "N/A" in the space provided for the answer. If there is nothing to disclose in answer to a particular question, enter "None" in the space provided for the answer.
3. ANSWER COMPLETELY AND TRUTHFULLY. Failure to answer all questions completely and truthfully may result in delay in processing the application, in your statement being returned to you for supplementation of your answers, in permit denial or revocation, and in penalties under RSA chapter 641. In addition, RSA 147-A:4, II-c, IV-a, and RSA 149-M:9, III, XII(a) provide that the applicant shall bear the cost of the background investigation. Incomplete answers may require the expenditure of additional investigative costs for which the applicant will be responsible.

Be especially careful not to leave out information in a way that might create an impression that you are trying to hide information. For example, a minor criminal conviction probably would not disqualify the applicant, but attempting to conceal the conviction may result in trustworthiness being questioned. Even if ultimately resolved in your favor, your application may be delayed during an inquiry.

If you are unsure of, or do not remember the answer to a question, indicate this in some way – for example, by writing "Do not remember." This may result in additional inquiries from the Waste Management Division or the Attorney General's Office, but it will avoid the implication that you are trying to conceal information.

However, you should not answer with "Do not remember," or similar words simply because the information may not be immediately at hand. You are expected to make diligent efforts to check your records and other records which you have the ability to obtain so that you can answer the questions completely.

4. ADDITIONAL SPACE. If you need additional space to answer, use plain 8 1/2" x 11" paper. Insert additional pages immediately following the page on which the question you are answering appears. Be sure to indicate that your answer to the question is "continued on the next page", and indicate on the additional page which question is being continued there.

Note that the pages of the personal disclosure form are numbered at the top. If you attach additional pages, number them at the top right hand corner by using the numbers of the pages they follow, and adding letters. For example, if you add two pages following page 12, you should label them 12A and 12B.

5. **ADDITIONAL BUSINESS DISCLOSURE FORMS AND PERSONAL DISCLOSURE FORMS.** Business concerns and individuals whose names appear in answers to certain questions in this form must complete additional disclosure forms. These must be obtained from those concerns and individuals and submitted along with this form.
6. **EXHIBITS.** If you are required or wish to submit any documentation in connection with your answer to any question, refer to it in your answer as, for example, "Exhibit No. \_\_\_\_\_", and attach it at the end of the form.
7. **TYPE OR PRINT YOUR ANSWERS.** Type or print in legible block letter style. Handwritten forms will be returned if responses are in script or are unreadable.
8. **SUBMITTAL OF FORM.** Submit the Personal Disclosure Form directly to the Office of the Attorney General, Environmental Protection Bureau, 33 Capitol Street, Concord, NH 03301-6397.

IF YOU HAVE QUESTIONS ABOUT HOW TO FILL OUT THIS FORM, CALL THE OFFICE OF THE  
ATTORNEY GENERAL AT (603) 271-3679