Sample Clearance Request

Donald S. Clark

Office of the Secretary

Federal Trade Commission

Room H 135

Washington, D.C. 20580

Dear Mr. Secretary: Pursuant to Section 4.1(b)(2) of the Commission’s rules of Practice, I hereby request clearance to participate in the following [investigation or matter] that was pending at the Commission while I was employed there:

1. [Insert the name and matter number (if known) of the proceeding or investigation in question];

2. [Insert a description of the contemplated participation];

3. [Insert the name(s) of the Commission office(s) or divisions in which you were employed, including dates, and the positions you held];

4. [Insert a statement whether, while employed by the Commission you participated in any proceeding or investigation concerning the same company, individual or industry currently involved in the matter in question];

5. [Insert a certification that while employed by the Commission you never participated personally and substantially in the same matter or proceeding];

6. [If your employment with the Commission terminated within the past two years, insert a certification that the matter was not pending under your official responsibility during any part of the one year before you left the Commission. Otherwise, insert a certification that your employment with the Commission terminated over two years ago.

7. [Insert either a declaration that nonpublic documents or information pertaining to the proceeding or investigation in question, and of the kind delineated in Section 4.10(a), never came to your attention, or a description of why the employee believes that such nonpublic documents or information could not confer a present advantage to the employee or to the employee’s client in the proceeding or investigation in question];

8. [Insert a certification that you have read and understand, both the criminal conflict of interest law on post-employment activities (18 U.S.C. 207) and this Rule in their entirety].

Sincerely,

[Insert Name]