

SPRING 2025 PSC CANDIDATE INSTRUCTIONS FOR COMPLETING THE PERSONAL DATA QUESTIONNAIRE

NOTICE: The information requested in the Personal Data Questionnaire is needed to assist the Public Utilities Review Committee (“PURC”) in its screening of candidates for the Public Service Commission. Because the questionnaire is the initial step in the investigation of your candidacy, you should return it to the Review Committee as soon as possible, but in any event, **no later than 12:00 Noon on Friday, March 28, 2025.**

Please note that the information you type in response to the Personal Data Questionnaire is used to create *public* documents used in the screening process.¹ **Some of your responses will be taken verbatim from the Personal Data Questionnaire and inserted into the screening report that is provided to members of the General Assembly and published on the PURC’s public website.** After staff redacts your confidential information, your Personal Data Questionnaire will also be made an exhibit at the PURC public hearing and will be posted on the PURC website for public viewing. For these reasons, please follow the detailed instructions carefully in answering each question to ensure that your responses are consistent with the responses of other candidates in terms of formatting, etc. Please also proof your responses thoroughly for accuracy, grammatical errors, typographical errors, and any missing information, prior to submitting the application documents to the PURC, which will not proof or edit the substance of your responses.

General Instructions

1. Font should be 12 point Times New Roman.
2. Text should not be in bold.
3. All text should be in sentence case, not capitalized.
4. When referring to a previous number of years, use the word “past” and not “last” (*i.e.*, “past five years” and not “last five years”).
5. When a question asks for a list, use the following format:
 - (a)
 - (b)
 - (c)

¹ PURC staff redacts the following information prior to publishing the PDQ: home address, home telephone number, cell phone number and email; social security number; driver’s license; the names of children; military service serial number; SC Bar Number; personal financial information; and discipline for legal, judicial, or professional misconduct.

Detailed Instructions for Each Question

Question #1:

[Note that PURC will redact your home address, home telephone number, cell phone number, and email address, prior to releasing to the public.]

Question #2:

[Note that PURC will redact your month and date of birth prior to releasing to the public.]

Question #3:

[Note that PURC will redact your social security number prior to releasing to the public.]

Question #4:

[Note that PURC will redact the answer to this question prior to releasing to the public.]

Question #5:

Please answer this question in the same format of the examples shown below. Please give the names, ages, and occupations and employers as relevant of any children at the end of the family status. [Note that PURC will only list the number of children and will redact the names and other information related to the children, prior to releasing to the public.]

Married Candidate Example:

Family Status: Married on January 2, 1956 to Janet Smith.

Never divorced, two children.

Jean, 17 years old; Joanie, 24 years old, administrative assistant, Bay City Magnet School.

Single Candidate Example:

Single; Never divorced; No children.

Divorced Candidate Example:

Family Status: Divorced.

Divorced on Oct. 12, 1978, First Circuit Family Court, State of Hawaii, Irreconcilable differences – no fault. John Smith was moving party.

Divorced on July 31, 1998, Beaufort Co., S.C. Family Court, Ms. Smith was moving party, One Year's Continuous Separation.

Three children.

Jean, 17 years old; Jerome, 19 years old; Joanie, 24 years old, administrative assistant, Bay City Magnet School.

Questions #6-7:

List the items in response to these questions in the format shown below.

(a)

(b)

(c)

Question #8:

Place a “X” on the line beside each applicable item. Provide details on all relevant employment, including employer, position title, time spent in role(s), and a brief description of the work or the position.

Question #9:

[Note that PURC will redact your military service serial number and not submit your DD214, prior to releasing to the public.]

Question #10:

List the items in response to these questions in the format shown below.

- (a)
- (b)
- (c)

Question #11:

Self-explanatory.

Questions #12-13:

List the items in response to these questions in the format shown below.

- (a)
- (b)
- (c)

Questions #14-16:

Self-explanatory.

Question #17:

[Except for public information, PURC will redact this answer prior to releasing to the public.]

Questions #18-25:

Self-explanatory.

Question #26:

Expenditures for campaign: According to S.C. Code § 8-13-920, if campaign expenditures are in excess of \$100 (spent by the candidate or on his or her behalf), the candidate must report expenditures to both the Senate and House Ethics Committees. This can be done in the form of a letter; a copy should be sent to the Commission. The report must include the period beginning with the time the candidate first announces his or her intent to seek the office. The report must not include travel expenses or room and board while campaigning. Contributions made to members of the General Assembly during the period from announcement of intent to election date must be included. The report must be updated quarterly, with an additional report filed five days before the election and the final report filed thirty days after the election. Persons soliciting votes on behalf of candidates must submit expenses in excess of \$100 to the candidate, which must be included on the candidate’s report.

Question #27:

Follow the (a), (b), (c), (d), (e) format. Keep in mind that any employer-mandated contributions to any PAC or other political entities fall also under the purview of Canon 5 of the Code of Judicial Conduct.

Questions #28-29:

Self-explanatory.

Questions #30-31:

List the items in response to these questions in the format shown below.

- (a)
- (b)
- (c)

Question #32:

Self-explanatory.

Question #33:

The candidate must furnish the Review Committee with **original** letters of recommendation from each person listed on the PDQ **at the time the application is submitted**, and the reference letters must be received by the application deadline (**no later than Noon on Friday, March 28**). Please **do not** have references mail their letters directly to the Review Committee.