



*U.S. Department of Justice
United States Attorney
District of Puerto Rico*

INDIVIDUAL VOLUNTARY SELF-DISCLOSURE PILOT PROGRAM
Effective March 12, 2024

INTAKE FORM

Individuals (including through counsel) seeking to be considered for the Puerto Rico United States Attorney’s Office (PR-USAO) Individual Voluntary Self-Disclosure (VSD) Pilot Program may use this form to begin the process of disclosing criminal misconduct. Individuals reporting misconduct through this pilot program are not required to do so through counsel.

Please note: This Individual VSD Pilot Program and this Intake Form are for individuals who are disclosing misconduct in which they had some involvement.

Identifying Information:

Please provide the following information, where applicable. This information will assist in making an initial determination of eligibility. Fields with * are required.

* Name of individual: _____

* Name of counsel, if applicable: _____

* Phone number of individual or counsel, if applicable: _____

Name of entity, if applicable: _____

Name of agency, official, or campaign, if applicable: _____

* Brief description of the misconduct: _____

Conditions of Eligibility:

Having reviewed the below six qualifying conditions contained in the Individual Voluntary Self-Disclosure (VSD) Pilot Program policy, the individual currently has a reasonable basis to answer “yes” to each of the following:

1. The misconduct has not previously been made public and is not already known to the PR-USAO or to any component of the Department of Justice (“DOJ”) Office;
2. The individual discloses the criminal conduct voluntarily to the PR-USAO and not in response to a government inquiry or obligation to report misconduct to the PR-USAO or any component of DOJ, and prior to imminent threat of disclosure or government investigation;
3. The individual is able to provide substantial assistance in the investigation and prosecution of one or more equally or more culpable persons, and is prepared to cooperate fully with the PR-USAO in its investigation and prosecution of the disclosed conduct;
4. The individual truthfully and completely discloses all criminal conduct in which the individual has participated and of which the individual is aware;
5. The individual is not: (a) a federal, state, or local elected or appointed and confirmed official; (b) an official or agent of a federal investigative or federal law enforcement agency; or (c) the chief executive officer or equivalent or chief financial officer or equivalent of a public or private company; and
6. The individual has not engaged in any criminal conduct that involves the use of force or violence, any sex offense involving fraud, force, or coercion, or a minor, or any offense involving terrorism or implicating national security or foreign affairs, and does not have a previous felony conviction or a conviction of any kind for conduct involving fraud or dishonesty.