

# CERTIFICATION OF ELIGIBILITY TO PARTICIPATE IN OPTIONAL RETIREMENT PLAN FOR POLITICAL APPOINTEES



**VIRGINIA RETIREMENT SYSTEM**  
 P.O. Box 2500 ♦ Richmond, Virginia 23218-2500  
 Toll Free 1-888-VARETIR (827-3847)  
 www.varetire.org

1. Social Security Number
2. Employer Code

Complete this form at the time an employee becomes eligible to participate in the Optional Retirement Plan for Political Appointees (ORPPA). Mail the completed form to VRS Member Services at the address shown above.

**Note:** Appointees who move from one ORPPA-eligible position to another must continue to participate in the retirement plan originally chosen if they do not have a break in service of at least one full calendar month during which the employee received no compensation or benefits from the Commonwealth.

## PART A. EMPLOYEE INFORMATION

3. <b>Name</b> (First, Middle Initial, Last)		
4. <b>Local Address</b> (Street, City, State and Zip+4)		
5. <b>Home Phone Number</b>	6. <b>Daytime Phone Number</b>	7. <b>Appointment Date</b>
8. <b>Position to Which Appointed</b>		
9. <b>Choose One</b> <input type="checkbox"/> New Appointment <input type="checkbox"/> Transfer (without a break in service of at least one full calendar month)		

## PART B. CERTIFICATION

Select the office from which certification is being made and provide the appropriate authorized signature to certify the employee's eligibility.

- Office of the Secretary of the Commonwealth**  
 I hereby certify that the above-named employee is eligible under Code of Virginia §51.1-126.5 to participate in the Optional Retirement Plan for Political Appointees because the person is employed in a position designated in Subdivision 3, 4, or 20 of Code of Virginia §2.2-2905.
- Office of the Attorney General**  
 I hereby certify that the above-named employee is eligible under Code of Virginia §51.1-126.5 to participate in the Optional Retirement Plan for Political Appointees because the person is an officer or employee appointed by the Attorney General to a position designated as a deputy, counsel, or director position.
- Office of the Lieutenant Governor**  
 I hereby certify that the above-named employee is eligible under Code of Virginia §51.1-126.5 to participate in the Optional Retirement Plan for Political Appointees because the person is an officer or employee appointed by the Lieutenant Governor to a position designated as deputy, counsel, or director position.

Authorized Signer (Please print)	Phone
Authorized Signature	Date

{ORPPACE}

