

## LOBBYIST REGISTRATION BEFORE THE FLORIDA LEGISLATURE

To register, a lobbyist must submit a separate registration form, an authorization form, and the annual registration fee for each principal represented to the Lobbyist Registration Office.

A "Principal" means the firm, corporation or other entity that has employed or retained a lobbyist.

Each principal is required to identify and designate its "main business" on the lobbyist's authorization form. To do so, use the North American Industry Classification System (NAICS), a six-digit numerical code that describes the principal's main business. Obtain the codes from the U.S. Census Bureau's website at <http://www.census.gov/naics/2007/NAICO607.HTM>

Lobbyists must maintain a current mailing address, phone number, and their current lobbying firm at all times with the Lobbyist Registration Office. Including the principal's telephone number on the registration form will ensure its transference to the Compensation Report and the Annual Renewal form.

Lobbyists who no longer represent a principal must promptly cancel their registration on a cancellation form furnished by the office. A principal may also cancel a lobbyist's registration by notifying the office in writing that the lobbyist is no longer authorized to represent the principal.

Each lobbying firm is required to file a compensation report quarterly via the Lobbyist Registration Office's electronic filing system. "Lobbying firm" means an association, a corporation, or any other business entity, **including an individual contract lobbyist**, that receives or becomes entitled to receive any compensation for the purpose of lobbying, where any partner, owner, officer, or employee of the business entity is a lobbyist. "Lobbying firm" does not include an entity that has "employees" who are lobbyists as long as the entity does not derive compensation from principals for lobbying, or such compensation is received exclusively from a subsidiary corporation of the employer. **Unless you are an employee of the principal that you lobby for and you receive a W-2 form from that principal, it is probable that you are either an individual contract lobbyist or you work for a lobbying firm and you must list a lobbying firm on the registration form.**

Be advised that a registration is not effective until all of the required items have been received by the Lobbyist Registration Office.

A person convicted of a felony after January 1, 2006, may not register as a lobbyist until that person has been released from incarceration and supervision, has paid all costs and restitution, and has had his or her civil rights restored.

Registration and other forms are available on the legislative website at <http://www.leg.state.fl.us/lobbyist>.

Contact the Lobbyist Registration Office for further assistance.

# Lobbyist Registration Form for The Florida Legislature Calendar Year 2013

Lobbyists must submit a completed registration form, authorization form and the registration fee prior to lobbying The Florida Legislature. Registration information must be stated under oath. Do not lobby until the registration is effective.

If this is *not* a "joint" registration for the Senate and House, select one chamber and pay fee accordingly: Senate  **OR** House

## PART 1:

Lobbyist's full, legal name:

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Lobbyist's Business Address:

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City, State, and Zip Code

Lobbyist's Phone Number:

( \_\_\_\_\_ ) \_\_\_\_\_

## PART 2:

Principal Represented:

(State *one* principal per form)

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Principal's Business Address:

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City, State, and Zip Code

Principal's Phone Number:

( \_\_\_\_\_ ) \_\_\_\_\_

## PART 3:

Lobbying Firm:

(If none, you must write "NONE")

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Lobbying Firm's Business Address:

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City, State, and Zip Code

Lobbying Firm's Phone Number:

( \_\_\_\_\_ ) \_\_\_\_\_

## PART 4:

State the name and extent of any direct business association or partnership you have with any member of the Legislature: (Leave blank if not applicable.)

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I do solemnly swear that all of the foregoing facts are true and correct. Further, I swear that:

- I have not been convicted of a felony after January 1, 2006; or,
- I have been convicted of a felony after January 1, 2006, but I have (1) Had my civil rights restored; (2) Been released from incarceration and any postconviction supervision; and (3) Paid all court costs and court-ordered restitution.

*I do solemnly swear that all the foregoing facts are true and correct*

\_\_\_\_\_  
**ORIGINAL SIGNATURE OF LOBBYIST**

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_ Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Print, Type or Stamp Name of Notary

(Seal or Stamp)

# INSTRUCTIONS FOR COMPLETING LEGISLATIVE BRANCH LOBBYIST REGISTRATION

## WHO MUST REGISTER?

Lobbyists who go before The Florida Legislature must register with the Lobbyist Registration Office before lobbying. Refer to Section 11.045, F.S. and Joint Rule One of the Legislature for the registration and reporting requirements of persons who register to lobby The Florida Legislature.

A person convicted of a felony after January 1, 2006, may not register as a lobbyist until that person has been released from incarceration and supervision, has paid all costs and restitution, and has had his or her civil rights restored.

## HOW DO I REGISTER?

Lobbyists must submit a separate registration form, authorization form and the annual registration fee for each principal represented. Including the principal's telephone number on the registration form will ensure its transference to the Compensation Report and the Annual Renewal form.

The joint Senate and House fee is \$50 for a lobbyist's first registration and \$20 for each additional registration for that lobbyist. Make checks payable to The Florida Legislature.

(If a lobbyist is not registering jointly for both the Senate and the House, check the applicable chamber on pg.1 and pay \$25 for the lobbyist's first registration and \$10 for each additional registration for that lobbyist.)

State employees must use the following benefiting codes to pay the registration fee by Journal Transfer (JT): BF Org-11323255000, BF EO-11, BF Obj-001055, BF Cat-000100. Purchase orders are not accepted. Employees specified in Joint Rule 1.3(2) may be exempt from the registration fee, provided they are designated in writing by the agency head or person designated in Joint Rule 1.3(2). The JT or the fee exemption letter must be submitted with the registration or it will be returned.

Registrations are not effective until the required forms and the fee have been received in good order by the office. All requested information must be completely filled out, and the lobbyist's original notarized signature is required. Incomplete registrations will be returned.

## WHAT IS A LOBBYING FIRM?

"Lobbying Firm" means any business entity—including an individual contract lobbyist—that receives or becomes entitled to receive any compensation for the purpose of lobbying, where any partner, owner, officer, or employee of the business entity is a lobbyist. If lobbying firm is applicable, the firm's information must be stated in Part 3 of the registration form. Lobbying firms are responsible for filing quarterly compensation reports electronically. The fine for late filing is \$50 per day for each late day.

"Lobbying Firm" does not mean a salaried in-house lobbyist for a governmental entity, an association, or a corporation or other business entity that does not derive compensation from principals for lobbying. If lobbying firm is not applicable, "NONE" must be stated in Part 3 of the registration form. **Unless you are an employee of the principal that you lobby for and you receive a W-2 form from that principal, it is probable that you are either an individual contract lobbyist or you work for a lobbying firm and you must list a lobbying firm on the registration form.**

## CHANGES OR CANCELLATIONS:

Lobbyists must report any changes to the information provided on the registration form to the Lobbyist Registration Office in writing within 15 days on a "Change of Information" form.

Lobbyists must promptly cancel a registration upon termination of representation of a principal on a "Cancellation" form. A principal may also cancel a lobbyist's registration by written notification. Cancellations take effect the day they are received by the office. A lobbyist's lobbying firm is responsible for filing all Quarterly Compensation Reports represent a principal.

**Submit completed registration to the Lobbyist Registration Office, 111 W. Madison St. Rm G-68, Tallahassee FL 32399-1425**

## Authorization to Represent the Principal before The Florida Legislature

At the time of registration, a lobbyist must provide authorization to represent the principal.

Type or print clearly the principal represented and the name of the lobbyist as they are shown on the registration form.

Also provide the North American Industry Classification System (NAICS) six-digit numerical code that most accurately describes the principal's main business. This designation by the principal is a mandatory requirement before a lobbyist can register for that principal. A principal may obtain its six-digit code from the website of the U.S. Census Bureau at <http://www.census.gov/naics/2007/NAICO607.HTM>

This authorization to represent the principal before the Legislature will be carried forward each calendar year if the renewal form submitted by this lobbyist indicates "Yes" to renew the principal for the next year. The authorization is carried forward until the principal is canceled by either the lobbyist or the principal. Cancellation of a registration by the lobbyist must be done on a Cancellation form furnished by the office (available on the legislative web site at [www.leg.state.fl.us/lobbyist](http://www.leg.state.fl.us/lobbyist)). Cancellation of a lobbyist's registration by the principal must be provided by written notice to the Lobbyist Registration Office.

\_\_\_\_\_ is hereby authorized to represent  
**Lobbyist's Name (exactly as stated on Part 1 of Registration form)**

\_\_\_\_\_ before The Florida Legislature.  
**Principal Represented (exactly as stated on Part 2 of Registration form)**

Valid NAICS 6-digit numerical code for Principal's main business:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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\_\_\_\_\_  
**Signature of the Principal's Representative**

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**Print name of the Principal's Representative**

\_\_\_\_\_  
**Print Title of the Principal's Representative**

\_\_\_\_\_  
**Date Authorized to Register**

SUBMIT THIS AUTHORIZATION FORM WITH THE REGISTRATION FORM AND FEE