



## Interim Lobbying Registration Lobbyist Registration Form Instructions

### LOBBYIST REGISTRATION GUIDE

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Use this guide to complete the Lobbyist Registration Form.

What to Include on the Lobbyist Registration Form	How to Complete the Lobbyist Registration Form
<b>01 Today's Date</b>	Please note that the field <b>Today's Date</b> is the date on which you are completing the form.
<b>02 Lobbyist Information</b> Name of Lobbyist Permanent Business Address Daytime Telephone Number Email Address	Include the name, permanent business address, daytime phone number, and email address of the lobbyist.
<b>03 Date Lobbying Commenced</b>	Enter the date when lobbying has both begun and all thresholds met and exemptions removed.
<b>04 Is Lobbyist a licensed attorney?</b>	Check the box if you are admitted to practice law by a court of record of the Commonwealth of Pennsylvania.
<b>05 Affiliated Political Action Committees</b> Committee Name Acronym Department of State Registration Number	Enter the committee name, acronym, and Pennsylvania Department of State registration number of any affiliated political action committees.
<b>06 Candidate Political Committees</b> Committee Name Acronym Department of State Registration Number	Enter the name, acronym, and Pennsylvania Department of State registration number of any candidate political committee of which you are an officer.
<b>07 Principals</b> Name of Principal Permanent Business Address Phone Number Email Address	<p>Include the name, permanent business address, daytime telephone number, and email address of each principal for whom you will engage in lobbying.</p> <p>Please use the Continuation Sheet on page 5 of the Registration Form to add additional principals.</p>
<b>08 Lobbying Firms</b> Name of Lobbying Firm Permanent Business Address Phone Number Email Address	<p>Include the name, permanent business address, daytime telephone number, and email address of any lobbying firm with which you have a relationship for economic consideration.</p> <p>Please use the Continuation Sheet on page 6 of the Registration Form to add additional lobbying firms.</p>
<b>09 Affirmation by Lobbyist</b>	Read the affirmation statement and sign and date the form.

## HOW TO FILE YOUR REGISTRATION

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A lobbyist must register by completing and filing the Lobbyist Registration Form with the Philadelphia Board of Ethics and paying the registration fee. See [Where to File Your Registration](#) for information on where to submit a registration form and annual registration fee. Please make a copy of your registration form for your records.

## ANNUAL REGISTRATION FEE

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Each lobbyist who is required to register must pay an annual registration fee of \$100 by check made payable to the “City of Philadelphia.” See [Where to File Your Registration](#) for more information on how to submit annual registration fees.

## WHERE TO FILE YOUR REGISTRATION

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Each lobbyist must file the original completed and signed registration form with the Philadelphia Board of Ethics.

Complete the Payment Voucher sheet at the end of the registration form. Mail your completed registration form, Payment Voucher and check to:

City of Philadelphia Board of Ethics  
Attention: PLIS Administration  
One Parkway Building  
1515 Arch Street, 18<sup>th</sup> Floor  
Philadelphia, PA 19102-1504

Please do not email or fax Registration Forms.

## QUESTIONS

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Board of Ethics staff is available to help with your questions. Use the “Ask for Advice” feature in the left-hand column of the Board’s website at [www.phila.gov/ethicsboard](http://www.phila.gov/ethicsboard), to email your question to Board staff. You may also call the Board at 215-686-9450 for assistance.



## Interim Lobbying Registration **LOBBYIST REGISTRATION FORM**

(Please Type or Print in Ink)

**Check Box if AMENDMENT**

<b>01</b> Today's Date (month/day/year)	PLIS Number (Office Use Only)

**02 LOBBYIST INFORMATION**

Last Name	First Name	Phone Number
Permanent Business Address		City
State	Zip Code	Email Address

**03 DATE LOBBYING COMMENCED** (month/day/year)

**04**  Lobbyist is a licensed attorney.

**05 AFFILIATED POLITICAL ACTION COMMITTEES**

Committee Name	Acronym	Department of State Registration Number

**06 CANDIDATE POLITICAL COMMITTEES**

Name	Acronym	Department of State Registration Number

**07 PRINCIPALS**

Name	
Permanent Business Address	City
State	Zip Code
Phone Number	Email Address



Name	
Permanent Business Address	City
State	Zip Code
Phone Number	Email Address



Name	
Permanent Business Address	City
State	Zip Code
Phone Number	Email Address

(Please use the **Continuation Sheet** on page 5 to add additional Principals)

**08 LOBBYING FIRMS**

Name

Permanent Business Address

City

State

Zip Code

Phone Number

Email Address

Name

Permanent Business Address

City

State

Zip Code

Phone Number

Email Address

Name

Permanent Business Address

City

State

Zip Code

Phone Number

Email Address

(Please use the **Continuation Sheet** on page 6 to add additional Lobbying Firms)

**09 AFFIRMATION**

By affixing my signature to this registration statement, I affirm that I have actual knowledge of the contents of this registration statement and that the information reported herein is valid, accurate, and complete to the best of my knowledge. I acknowledge that this affirmation is being made subject to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities). I consent to receive service of notices, other official mailings, or process at the address or email listed in this registration statement.

Signature	Date

## Continuation Sheet

<b>PRINCIPALS</b>	
Name	
Permanent Business Address	City
State	Zip Code
Phone Number	Email Address
Name	
Permanent Business Address	City
State	Zip Code
Phone Number	Email Address
Name	
Permanent Business Address	City
State	Zip Code
Phone Number	Email Address

**LOBBYING FIRMS**

Name	
Permanent Business Address	City
State	Zip Code
Phone Number	Email Address



Name	
Permanent Business Address	City
State	Zip Code
Phone Number	Email Address



Name	
Permanent Business Address	City
State	Zip Code
Phone Number	Email Address

Payment Voucher



# Thank You for Registering

**Please print this page and remit it along with your annual Lobbying Registration payment.**  
*If you have previously paid your annual Lobbying Registration payment in full there is no need to remit additional payments.*

Please make all checks payable to: **City of Philadelphia**

**Mailing Address:**

City of Philadelphia Board of Ethics  
Attention: PLIS Administration  
One Parkway Building  
1515 Arch Street, 18<sup>th</sup> Floor  
Philadelphia, PA 19102-1504

<b>PAYMENT VOUCHER</b>			
<b>Lobbying Registration Year</b>	<b>Date</b>	<b>Registration Number (Official Use Only)</b>	
<b>Name of Registrant</b>			
<b>Street Address</b>			
<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>Yearly Payment Due: \$100.00</b>		<b>Amount Enclosed</b>	<b>\$</b>
<b>Type of Registration</b>			
<input type="checkbox"/> Principal	<input type="checkbox"/> Lobbyist	<input type="checkbox"/> Lobbying Firm	