



Interim Lobbying Registration Principal Registration Form Instructions

PRINCIPAL REGISTRATION GUIDE

Use this guide to complete the Principal Registration Form.

What to Include on the Principal Registration Form	How to Complete the Principal Registration Form
01 Today's Date	Please note that the field Today's Date is the date on which you are completing the form.
02 Principal Information Name of the Principal Business Name (if different from above) Nature of Business Permanent Address Daytime Telephone Number Email Address	Include the name, business name (if different), nature of business, permanent business address, daytime telephone number, and email address of the principal. For nature of business, please select a category from the table included in the form. The nature of business category should be the one that most accurately describes the nature of the principal's business or its primary business interest.
03 Date Lobbying Commenced	Enter the date when lobbying has both begun and all thresholds met and exemptions removed.
04 Individual Affirming Contents of Registration Form Name Phone Number Email Address	Include the name, daytime telephone number, and email address of the named officer or individual authorized to sign on behalf of the principal and who will affirm the contents of the Registration Form.
05 Principal as an Association or Organization	Approximate number of dues-paying members of the association or organization in the most recently completed calendar year.
06 Affiliated Political Action Committees 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.
07 Lobbyists Name of Lobbyist Permanent Business Address Phone Number Email Address	Include the name, permanent business address, daytime telephone number, and email address of each individual who will for economic consideration engage in lobbying on behalf of the principal. Please use the Continuation Sheet on page 6 of the Registration Form to add additional lobbyists.
08 Lobbying Firms Name of Lobbying Firm Permanent Business Address Phone Number Email Address	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. Please use the Continuation Sheet on page 7 of the Registration Form to add additional lobbying firms.
09 Affirmation by Individual Affirming Contents of Registration Form	Read the affirmation statement and sign and date the form.

HOW TO FILE YOUR REGISTRATION

A principal must register by completing and filing the Principal 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

Each principal 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

Each principal 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, 18th Floor
Philadelphia, PA 19102-1504

Please do not email or fax Registration Forms.

QUESTIONS

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, to email your question to Board staff. You may also call the Board at 215-686-9450 for assistance.



Interim Lobbying Registration **PRINCIPAL REGISTRATION FORM**

(Please Type or Print in Ink)	
<input type="checkbox"/> Check Box if AMENDMENT	
01 Today's Date (month/day/year)	PLIS Number (Office Use Only)
02 PRINCIPAL INFORMATION	
Name	
Business Name (if different from above)	
Nature of Business (Please select a Nature of Business Category from the list below that most accurately describes the nature of your business or primary business interest).	

Nature of Business Categories		
<ul style="list-style-type: none"> ▪ Accounting ▪ Agriculture ▪ Architecture ▪ Arts & Entertainment ▪ Banking/Finance ▪ Beverages ▪ Biotechnology ▪ Commerce ▪ Construction ▪ Education ▪ Energy ▪ Engineering ▪ Environment ▪ Finance ▪ Firearms/Guns ▪ Food Processing/Sales ▪ Government ▪ Government, Budget 	<ul style="list-style-type: none"> ▪ Health Care/Medical/Hospitals ▪ Higher Education ▪ Historic Preservation ▪ Hospitality/Restaurant ▪ Housing ▪ Human Services ▪ Industry/Manufacturing ▪ Information Technology ▪ Insurance ▪ Labor ▪ Legal ▪ Marketing/Sales ▪ Media ▪ Mental Health ▪ Motor Vehicles ▪ Museums ▪ Parking ▪ Parks/Recreation 	<ul style="list-style-type: none"> ▪ Pharmaceuticals ▪ Public Interest ▪ Public Relations/Advertising ▪ Public Safety ▪ Real Estate ▪ Religious ▪ Retail Sales ▪ Technology ▪ Telecommunications ▪ Tobacco ▪ Tourism/Travel ▪ Trade or Professional Assoc. ▪ Transportation ▪ Utilities ▪ Wagering/Gaming ▪ Waste Management ▪ Zoning ▪ Other (please describe)

Permanent Business Address	City
State	Zip Code
Email Address	Phone Number

03 DATE LOBBYING COMMENCED (month/day/year)

04 INDIVIDUAL AFFIRMING CONTENTS OF REGISTRATION FORM

First Name	Last Name
Phone Number	Fax Number
Email Address	

05 This principal is an association or organization.

Number of dues-paying members of association or organization in the most recently completed calendar year. _____

06 AFFILIATED POLITICAL ACTION COMMITTEES

Committee Name	Acronym	Department of State Registration Number

07 LOBBYISTS

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 Lobbyists)

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 7 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

LOBBYISTS	
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, 18th Floor
Philadelphia, PA 19102-1504

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