

**LOBBYING REGISTRATION STATEMENT**  
*(Please read completion instructions on page 2)*

**1. Registration Type:**  
*(Please select the type of registration. See instructions for definitions.)*

Individual Lobbyist       Lobbying Firm       Firm Amendment

**2. Lobbyist or Firm Information:**  
*(See instructions. Enter firm name only if registering more than one lobbyist for this entity)*

(office use only)  
Reg.No. \_\_\_\_\_

Lobbyist or Firm Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Tele: (business) \_\_\_\_\_ (fax) \_\_\_\_\_ (e-mail) \_\_\_\_\_

Name of any member of the Oregon legislature employed by the lobbyist or who is associated with a business, as defined in ORS 244.020, with which the lobbyist is also associated: \_\_\_\_\_

**3. Entity Information:**  
*(Note: you must file a separate registration for each entity you will be representing)*

(office use only)  
Reg.No. \_\_\_\_\_

Name \_\_\_\_\_  
Attn: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Tele: (business) \_\_\_\_\_ (fax) \_\_\_\_\_ (e-mail) \_\_\_\_\_

Type of Business: \_\_\_\_\_

Is the entity named above a public/government agency?      Yes       No

Subject(s) of legislative interest: \_\_\_\_\_

Name of any member of the Oregon legislative assembly employed by the entity or who is associated with a business, as defined in ORS 244.020, with which the entity is also associated: \_\_\_\_\_

**4. LOBBYIST VERIFICATION: I CERTIFY UNDER PENALTY OF FALSE AFFIRMATION THAT THE ABOVE IS TRUE AND CORRECT.**

(office use only)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**5. DESIGNATION: I DESIGNATE THE PERSON(S) NAMED ABOVE TO LOBBY ON BEHALF OF THE NAMED ENTITY.**  
*(Please see page 2 regarding your expenditure report filing responsibilities)*

Entity Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_  
(please print)

## Instructions for Completing a Lobbying Registration Statement

Section 1 - Check one of the boxes indicating the type of registration you wish to file.

- Individual Lobbyist - registers one lobbyist to represent an entity.
- Lobbying Firm - allows a lobbying firm, agency or other organization to register two or more lobbyists to represent an entity.
- Firm Amendment - allows the registration of additional lobbyists to a current firm registration.

Section 2 - Complete this section with information relating to yourself as an individual lobbyist or to your lobbying firm if registering more than one lobbyist.

- Be sure to provide the address where you want the required expenditure reports to be sent and the name of a contact person responsible for completing the form. Reports will be mailed on January 1, April 1, and July 1 of odd-numbered years and January 1 and July 1 of even-numbered years.
- A report will be sent to each registered lobbyist. Reports will be sent if a lobbyist was registered for any portion of the reporting period. Firms or organizations that registered multiple lobbyists may elect to report a combined total of expenditures for all its registered lobbyists. Instructions for using this method will be included with the expenditure report. Reports must be completed and returned even if there were no expenditures during the reporting period. Please note that penalties may be assessed for the late filing of expenditure reports.

Section 3 - Provide information regarding the entity you will be representing.

- On the "Attn" line, please provide the name of the person to whom the annual entity expenditure report should be sent. Reports are mailed out on January 1 of each year.
- Reports will be sent to entities if a lobbyist was registered on their behalf for any portion of the reporting year. Please advise the entity of their expenditure report filing responsibilities and that penalties may be assessed for the late filing of expenditure reports.

Section 4 - Provide Lobbyist Signature.

- All lobbyists registering to represent an entity must sign the form.

Section 5 - Provide Entity Authorization.

- You must acquire the signature of a representative of the entity that authorizes the listed lobbyist(s) to lobby on behalf of the entity. Once again, please advise the entity of their expenditure report filing responsibilities.

**Note: All lobbyist registrations expire on December 31 of each odd-numbered year.**

If you cease your lobbying activity, please file a lobbyist termination form. Terminations are effective on the date they are received in the office of GSPC. When the next expenditure reports are issued following your termination or expiration, you will receive a report to complete for the time prior to the termination or expiration that falls within the reporting period. You must complete and return the report for that period.

You must notify the GSPC within 30 days of any changes to the information provided on the registration form.

Additional information is available on our website at [www.gspc.state.or.us](http://www.gspc.state.or.us). You may contact us by e-mail at [gspc.mail@state.or.us](mailto:gspc.mail@state.or.us) or by telephone at 503-378-5105.