

LOBBYING REGISTRATION FORM INSTRUCTIONS

The Montgomery County Public Ethics Law at 19A-4(1) defines a lobbyist as any individual or organization who spends money or is compensated to influence legislative, executive, or administrative action by a County Agency. Registration of lobbyists is required for those who meet the criteria of Section 19A-21 of the Ethics Law. Filing of this form must occur within 5 days of the requirement for registration first being met.

For each individual or organization on whose behalf lobbying is taking or is to take place (the “principal”), there should be a separate registration. The principal is identified in Part A. The principal will also be identified in Section B or C as explained below. The individual or organization preparing and filing this registration (the “registering lobbyist”) should be identified in Part B. The registering lobbyist should be the principal if the principal and its employees are communicating with one or more public employees in lobbying activity **or**, if the principal has engaged a representative, the registering lobbyist should be the representative. Where the registering lobbyist is the principal, the employees of the principal who are conducting lobbying activities should be identified in Part B Section 2. If the lobbyist is a representative, such as a law firm, it should be identified in Part B Section 1, and the employees of that lobbyist who are engaged in lobbying should be identified in Part B Section 2. If the registering lobbyist is a representative, the principal will be identified as the “employer” in Part C. If a principal engages multiple representatives to lobby for it, such as different law firms, each representative is required to file a separate registration, even though the same principal will be identified as the “employer.”

Example 1: Utility Company is a lobbyist that has four employees dedicating time to lobbying in Montgomery County. Utility Company would be identified as the principal in Part A and as the registering lobbyist in Part B Section 1, and its employees authorized to lobby on its behalf would be identified in Part B Section 2. An authorized agent of Utility Company would sign the registration at Part B Section 3. There would be no need to fill out Part C. Example 2: Real Estate Company hires a law firm to lobby on its behalf on several matters. Law Firm files the registration, identifying itself and the persons at the firm conducting the lobbying activities in Part B, and signs the registration. Additionally, in Part C, Real Estate Company is identified, and an authorized person from Real Estate Company must also sign the registration.

Information Changes: If during the period of the registration there are changes to the information in the registration, such as address changes, changes in personnel identified, or material changes in the matters listed, notice of the changes must be mailed to the Ethics Commission.

Filing of Registration: After filling out the form, print the form and mail it with all required signatures (in ink) and the annual registration fee of \$125 to Montgomery County Ethics Commission, 100 Maryland Ave. Rockville, Maryland, 20850-2322. **The annual fee is required to be paid for each calendar year the registration is in effect.**

MONTGOMERY COUNTY, MARYLAND, ETHICS COMMISSION
LOBBYING REGISTRATION FORM

Please Review the Instructions, Fill Out the PDF Form, Print the Completed Document, and have the Form with all Required Signatures (ink signatures only) mailed with the Annual Registration Fee of \$125 to:

**Montgomery County Ethics Commission,
100 Maryland Ave.
Rockville, MD 20850-2322.**

Part A. Identification of Principal

In this section, identify the individual or organization for whose benefit lobbying occurs.

Full Name of Individual or Organization that is the Principal of the Lobbying Activity:

Part B. Lobbyist Information (Registering Lobbyist)

Section 1. Lobbyist Identification

a) Full Name of Individual or Organization

b) Address (Include firm name if applicable)

c) Occupation or type of business _____

Section 2. Individuals who will lobby on behalf of the lobbyist identified above (if applicable):

Names

Addresses (if different from Section 1)

Section 3. Lobbyist Signature

If registering lobbyist is not an individual, an authorized officer or agent must sign:

Lobbyist Signature: _____ Date: _____
Name and Title: _____ E-Mail: _____

Part C: Employer Identification (required if registering lobbyist is authorized to act on behalf of another)

Section 1. Identification of Employer

Full Name of Employer _____

Employer's Address

Nature of Employer's Business

Section 2. Authorization to Act (to be completed by Employer)

If employer is not an individual, an authorized officer or agent of the employer (other than the lobbyists(s) identified in Part B) must sign the authorization.

Authorization: The individuals and organization identified in Part B are authorized to lobby on behalf of the undersigned:

Employer signature: _____ Date: _____
Name and Title: _____ E-Mail: _____

This authorization may be terminated at any time upon notice to the Ethics Commission.

Part D: Effective Dates and Matters Lobbied

State the period (include both beginning and ending month, day and year) for which this registration is effective: _____ to _____

List each matter on which lobbying will occur pursuant to this registration. Please use bill numbers, formal designations, or other descriptive references where possible:

