

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

1. Lobbyist Information:
(See instructions. Enter address where the quarterly expenditure report should be sent.)

Mailing Address: _____

City, State, Zip: _____ Contact Person: _____

Tele: (business) _____ (fax) _____ (e-mail) _____

Name of any member of the Oregon Legislative Assembly employed, retained, or otherwise compensated by the lobbyist.

2. Lobbyist Verification: I CERTIFY UNDER PENALTY OF FALSE AFFIRMATION THAT THE REGISTRATION INFORMATION IS TRUE AND CORRECT.

(office use only)

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

3. Client/Employer Information:
(Note: you must file a separate registration for each client/employer 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 client/employer named above a public/government agency? Yes No

Subject(s) of legislative interest: _____

Name of any member of the Oregon Legislative Assembly employed, retained, or otherwise compensated by the client/employer of the lobbyist: _____

4. Designation: I DESIGNATE THE PERSON(S) NAMED ABOVE TO LOBBY ON BEHALF OF THE NAMED CLIENT/EMPLOYER.
(Please see page 2 regarding your expenditure report filing responsibilities)

Client/Employer Representative Signature: _____ Date: _____

Printed Name and Title: _____

(please print)

Instructions for Completing a Lobbying Registration Statement

Section 1 – Provide Lobbyist Information.

- 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.
- A report will be sent to each registered lobbyist. Quarterly Reports will be due on January 15th, April 15th, July 15th, and October 15th of each year and will be mailed out to you approximately 30 days prior to the quarterly due dates. Reports will be sent if a lobbyist was registered for any portion of the reporting period. 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 2 – Provide Lobbyist Signature.

- All lobbyists registering to represent a client/employer must sign the form.

Section 3 - Provide information regarding the client/employer you will be representing.

- On the “*Attn*” line, please provide the name of the person to whom the quarterly client/employer expenditure report should be sent. Quarterly Reports will be due on January 15th, April 15th, July 15th, and October 15th of each year and will be mailed out to you approximately 30 days prior to the quarterly due dates.
- Reports will be sent to clients/employers if a lobbyist was registered on their behalf for any portion of the reporting period. Please advise the client/employer of their expenditure report filing responsibilities and that penalties may be assessed for the late filing of expenditure reports.

Section 4 - Provide Client/Employer Authorization.

- You must acquire the signature of a representative of the client/employer that authorizes the listed lobbyist(s) to lobby on behalf of the client/employer. Once again, please advise the client/employer 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 the Oregon Government Ethics Commission (OGE). 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 OGE within 30 days of any changes to the information provided on the registration form.

The Oregon Government Ethics Commission’s address is:

Oregon Government Ethics Commission
3218 Pringle Rd., SE, Suite 220
Salem, OR 97302-1544

Additional information is available on our website at www.ogec.state.or.us by clicking on the Forms and Publications link. You may contact us by e-mail at ogec.mail@oregon.gov or by telephone at 503-378-5105.