



County of Los Angeles

INSTRUCTIONS FOR LOBBYING FIRM/INDIVIDUAL LOBBYIST

FORM LOB 1

Chapter 2.160 of the
Los Angeles County Code

The **Lobbying Firm/Individual Lobbyist Registration Statement** is used for:

- Registration of a Lobbying Firm.
- Registration of an individual contract lobbyist (sole proprietor).

This form is **not** used to register lobbyists who are in-house employees of persons or entities other than lobbying firms. In-house employee lobbyists are registered by their employer using the **Lobbyist Employer Registration Statement (Form LOB 3)**.

DEADLINE FOR FILING REGISTRATION:

Any business entity, including an individual contract lobbyist, that engages in lobbying activity on behalf of any other person or entity on a "substantial or regular" basis must register with the Executive Officer, Board of Supervisors within ten (10) days of qualifying as a lobbying firm/individual contract lobbyist. (See Sections 2.160.020 and 2.160.030 of the Los Angeles County Code.)

REGISTRATION REQUIREMENTS:

Attach to the **Lobbying Firm/Individual Lobbyist Registration Statement** (Form LOB 1) the following:

- A **Lobbyist Certification Statement** (Form LOB 4) completed by each owner, partner, officer, or employee of your lobbying firm who qualifies as a lobbyist. A **3x4 inch photograph** (head and shoulders only) of the lobbyist must be attached to the (Form LOB 4)
- Payment of a **\$35 Registration Fee** payable to the County of Los Angeles for **each** Individual Lobbyist through June 30, 2008, Effective July 1, 2008 through December 31, 2008, the registration fee will be \$337, and effective January 1, 2009 the registration fee will be \$450. If your registration is filed during the last quarter of a calendar year (October through December), the registration fee is \$337; and
- A **Lobbying Activity Authorization** (Form LOB 2) completed by each lobbyist employer with which your firm contracts.
- Payment of a **\$35.00 Registration Fee** payable to the County of Los Angeles for each **Lobbying Firm** through December 31, 2008

ELECTRONIC DISTRIBUTION OF QUARTERLY REPORT FORMS:

As a lobbying firm, you will be required to file quarterly activity reports. You may elect to receive your quarterly activity report forms via electronic mail rather than via U.S. Mail. If you would like to receive your quarterly activity report forms via electronic mail, please provide your email address and the email address of an alternate contact person in your organization.

An electronic notice of your obligation to file a quarterly activity report will be sent to both email addresses at least three weeks in advance of the filing deadline. You will not receive any U.S. mailed notice. The electronic notice will be the only notification your organization will receive prior to the quarterly filing deadline. Upon receiving the electronic notice, you may select the appropriate Internet hyperlink to access the required report forms.

The quarterly report forms must be **printed, signed**, and a copy with an **original signature** returned to our office via U.S. Mail or other delivery services along with the required filing fee(s). **The report will not be acceptable if submitted via electronic mail or facsimile.** If you would prefer to receive the notice to file your quarterly activity report forms via U.S. Mail please do not complete this section.

AMENDMENT OF LOBBYING FIRM/INDIVIDUAL LOBBYIST REGISTRATION STATEMENT:

If any change occurs in the information contained in the **Lobbying Firm/Individual Lobbyist Registration Statement** (Form LOB 1), an **AMENDMENT TO REGISTRATION STATEMENT** (Form LOB 5) must be filed:

- **Prior** to attempting to influence any official action of the County of Los Angeles on behalf of a client when adding a new client; or
- Within ten (10) days of any other change (e.g., dropping a client, adding a lobbyist).

VERIFICATION:

The Lobbying Firm/Individual Lobbyist Registration Statement (Form LOB 1) must be verified and signed by the filer. In the case of a lobbying firm, other than a sole-proprietor, a **Responsible Officer** of the firm or an **Attorney** or **Certified Public Accountant** must sign on behalf of the firm (only one can be registered at a time).

FILE THIS FORM WITH ORIGINAL SIGNATURE WITH THE:

Executive Officer of the Board of Supervisors
County of Los Angeles
Kenneth Hahn Hall of Administration
500 W. Temple Street, Room 383
Los Angeles, California 90012
(213) 974-1093

INTERNET ACCESS

The Los Angeles County Lobbyist Ordinance, rules, operational procedures, registration/reporting forms, and information on registrants and their quarterly activity reports are accessible at:

<http://bos.co.la.ca.us/>



**COUNTY OF LOS ANGELES
Lobbying Firm/Individual Lobbyist
Registration Statement
Form LOB 1**

Enter Date Qualified As Lobbying Firm/Individual Lobbyist:

Lobbying Firm/Individual Lobbyist Name: _____

Business Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Email: _____

Mailing Address: _____

(If different than Business Address)

City: _____ **State:** _____ **Zip Code:** _____

Telephone Number: _____ **Extension:** _____ **Fax Number:** _____

ELECTRONIC DISTRIBUTION OF QUARTERLY REPORT FORMS

Registered Lobbying Firms and their Lobbyists are required to file quarterly lobbying activity reports. At least three week prior to the filing deadline the Executive Office of the Board of Supervisors will mail you the necessary reports, or you may choose to receive an electronic reminder notice to file. The electronic reminder notice to file will be sent to the electronic mail address you provide. It will be your responsibility to notify our office of any change to your electronic mailing address.

Upon receiving the reminder notice to file, you must click on the appropriate link to access the required report(s). Once you complete the report(s) you must **print, sign** and **mail** the report(s) with an original signature, along with the required filing fee to our office.

If you would like to receive your reminder notice to file and lobbyist reports via electronic mail please check the box below and provide a primary and alternate electronic mail address.

Electronic Notice to File

Name of Responsible Officer: _____ Primary E-Mail Address: _____

Name of Alternate Contact: _____ Alternate E-Mail Address: _____

Part (A) Individual Lobbyists:

- List the full name of each partner, owner, officer or employee who is a lobbyist.
- Do not list any individual who is separately registered as a lobbying firm or who is employed by a lobbying firm with which you subcontract.
- For each lobbyist listed you **must** attach a signed **Lobbyist Certification Statement (Form LOB 4)**.

Name of Lobbyist: _____

Name of Lobbyist: _____

Name of Lobbyist: _____

Name of Lobbyist: _____

County of Los Angeles

Lobbying Firm/Individual Lobbyist
Registration Statement
Form LOB 1

Lobbying Firm/Individual Lobbyist Name: _____

Part (B) Lobbyist Employers/Clients

- Report each client with whom your firm has a direct contract to provide lobbying services.
- For every client listed below, you must attach a signed Lobbying Activity Authorization (Form LOB 2)

Employer/Client Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Period of Contract: _____

1. INDIVIDUAL BUSINESS ENTITY
(Complete description below)

Description of Business Activity:

2. INDUSTRY, TRADE OR PROFESSIONAL ASSOCIATION
(Complete description below)

Description of Industry, Trade or Professional Association:

Specific description of any portion or faction of the industry, trade or profession which the association exclusively or primarily represents:

Number of members in association (check appropriate box)
 Less Than 50 (Attach List of Members) More Than 50

3. OTHER
(Complete description below)

Statement of Nature and Purpose:

Description of any trade or profession or other group with a common economic interest which is principally represented or from which membership or financial support is principally derived:

County of Los Angeles

Lobbying Firm/Individual Lobbyist
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Lobbying Firm/Individual Lobbyist Name: _____

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