



County of Los Angeles
**INSTRUCTIONS FOR
AMENDMENT TO REGISTRATION STATEMENT**

FORM LOB 5

Chapter 2.160 of the
Los Angeles County Code

An Amendment to Registration Statement (Form LOB 5) is used for reporting changes to information contained in:

- Lobbying Firm/Individual Lobbyist Registration Statement (Form LOB 1)
- Lobbyist Employer Registration Statement (Form LOB 3)
- Lobbyist Certification Statement (Form LOB 4)

DEADLINE FOR FILING AN AMENDMENT TO REGISTRATION STATEMENT:

- A lobbying firm adding a new client must file the **Amendment to Registration Statement** (Form LOB 5) **PRIOR** to attempting to influence any official county action on behalf of that client;
- Within ten (10) days of the effective date of any other change.

FEE:

- There is no fee required for filing an **Amendment to Registration Statement** (Form LOB 5). However, if filing a **Lobbyist Certification Statement (Form LOB 4)** for adding an additional lobbyist, additional fees are required, refer to LOB 4 instructions.

EXPLANATIONS OF HOW TO REPORT COMMON REGISTRATION AMENDMENTS ARE PROVIDED BELOW:

FIRM

- Adding a Lobbyist - Attach a completed **Lobbyist Certification Statement** (Form LOB 4) and **3x4 photograph** (head & shoulders only) of the lobbyist
- Deleting an Individual Lobbyist (no attachment is necessary)
- Adding a new Lobbyist Employer/Client-Attach a **Lobbying Activity Authorization** (Form LOB 2) signed by the appropriate representative of the client
- Deleting a Lobbyist Employer/Client (no attachment is necessary)
- A change in the Lobbyist Firm's designated Responsible Officer - Attach **Section C** of the **Lobbying Firm/Individual Lobbyist Registration Statement** (Form LOB 1) containing the required information for the new Responsible Officer and his/her signature
- Change in Firm's registration name (no attachment is necessary)
- Change of business/ mailing address or business telephone number (no attachment is necessary)

LOBBYIST EMPLOYER/CLIENT

- Adding an In-house Employee Lobbyist-Attach a completed **Lobbyist Certification Statement** (Form LOB 4) and **3x4 photograph** (head & shoulders only) of the lobbyist
- Deleting an In-house Employee Lobbyist (no attachment is necessary)
- Adding a new Lobbying Firm (no attachment is necessary)
- Deleting a Lobbying Firm (no attachment is necessary)
- A change in the Lobbyist Employers designated Responsible Officer – Describe change under **other**
- Change in Employers/Clients's registration name (no attachment is necessary)
- Change of business/ mailing address or business telephone number (no attachment is necessary)

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, registrants and their quarterly activity reports are accessible at:

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

County of Los Angeles

Amendment to Registration Statement
Form LOB 5

Part (B) - Lobbying Firm Adding a Lobbyist Employer/Client

Name of Filer: _____

Name of Lobbyist Employer/Client: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Area Code & Phone Number: _____ E-Mail Address: _____
(No Dashes)

Check one box to describe the client named above:

INDIVIDUAL BUSINESS ENTITY

(Complete description below)

Description of Business Activity

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

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.

Part (C) VERIFICATION

I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and to the best of my knowledge the information contained herein is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Executed: City: _____ State: _____

Name of Responsible Officer: _____

Signature of Responsible Officer: _____