

## **FREDERICK COUNTY ETHICS COMMISSION**

c/o Office of the County Attorney  
Winchester Hall, 12 East Church Street  
Frederick, Maryland 21701  
(301) 600-1030  
(301) 600-1161 (Fax)

### **LOBBYING REGISTRATION FORM INSTRUCTIONS** **Frederick County Code, Section 1-7.1-8**

Please be sure to read the General Information sheet and Section 1-7.1-8 before registering as a lobbyist. The Registration Form should be sent to the above address.

#### **SECTION 1. IDENTIFICATION OF THE REGISTRANT, OTHER LOBBYISTS AND THOSE ON WHOSE BEHALF THE LOBBYIST WILL ACT**

**Section 1.1.** Include the full legal name, permanent address (where the person can be reached throughout the year), business telephone number and, if the registrant is an individual, his or her occupation. If the lobbyist is an employee or a partner in a firm, the name of that firm should also be included along with the firm's permanent address. If the registrant is a firm, state the nature of the business in which the firm is engaged. You must notify the Ethics Commission if the permanent address changes during the registration period or before all required reports have been submitted.

**Section 1.2.** In subsection 1.2.1, list the employer who actually compensates the lobbyist or authorizes the lobbyist to act. In subsection 1.2.2, list a person or entity that the lobbyist will be representing even though compensation may actually be paid by someone else (the person or entity listed in 1.2.1.) Subsection 1.2.1 is not used to identify other employers for whom the lobbyist is required to file separate registrations.

**Section 1.3.** If the employer compensates others to engage in lobbying activities, list those individuals who qualify as lobbyists here. Those individuals must also submit registration forms. If the registrant is employed by a firm, the name of the firm should also appear here. The firm must also submit a separate registration form.

**Subsection 1.4:** The period of registration may not exceed one calendar year and must end by December 31. The Commission must receive the registration within five days after performing an act requiring registration. Failure to timely file may result in the imposition of late fees.

**Subsection 1.4.2:** The identification of matters on which you intend to act should be as specific as possible. A statement such as "any and all matters" is not sufficient. You should notify the Commission by letter if the subject matter to be lobbied changes substantially during the registration period.

## **SECTION 2. REGISTRANT'S SIGNATURE AND AFFIRMATION**

Sign using your full legal name as it appears in Section 1.1.

## **SECTION 3. AUTHORIZATION TO ACT**

This section must be completed by the persons named in Section 1.2 of the form. In most instances only Section 1.2.1 will be completed, and only one signature will be required in Section 3. If Sections 1.2.1 and 1.2.2 are both completed, both names should appear in the second blank in Section 3.1, and both signature blanks must be completed. If the employer is a corporation, an authorized officer or agent other than the lobbyist must sign the authorization.

**Subsection 3.2:** Check only one of subsections 3.2.1, 3.2.2, or 3.2.3. Coordinate with your employer to determine whether the employer will file its own registration and activity report. If the employer will not be filing its own registration form or activity report, use subsection 3.2.1 if you are the only lobbyist for the employer. Use subsection 3.2.2 if there are multiple registered lobbyists for the employer. The purpose of this section is to ensure that all expenses in support of the lobbying activity are reported without duplication.

Questions regarding the Lobbying Registration Form should be directed to the Frederick County Ethics Commission to the attention of Senior Assistant County Attorney Linda B. Thall.

November 2011