

## **Instructions to Register as a Lobbyist**

The new Lobbying Registration Portal has been designed to make registration simple and easy. The Lobbyist Registration Form will include instructional text and information bubbles with hints to assist you as you complete the form.

### **Lobbyist Registration Form**

The Lobbyist Registration Form is very similar to the old paper form, though signatures are now done electronically and no paper submission is necessary. The form will require your contact information, the contact information of the lobbying firm through which you are employed, and the contact information of the client of which you are lobbying on behalf, so be sure to have that information ready and available prior to accessing the form.

Your registration will require verification from both your employing firm, if applicable, and your client before it is considered completed, but you will be notified if there are any issues with that verification.

Please take note of the “Lobbyist ID” code within your notification email, as it can be used to pre-populate your future activity reports (i.e., in July 2026) to expedite submission.

Unfortunately, the Portal cannot be used for the activity report for the second half of 2025, which is due by the end of January 2026. For that, you will need to use the paper form you have used in the past.

In addition, when you list the information about your firm and your client, each will be e-mailed a link where they can confirm/verify the information you’ve provided electronically without obtaining their signatures before submitting. This should make the time needed to provide a complete application for registration much shorter.

Once the form is complete, including the firm confirmation and client verification, it will be reviewed by our office. If clarification is needed, you will receive an e-mail from the Lobbying Registration Portal. When your registration has been accepted, you will also receive a confirmation e-mail.

As always, you may complete the registration form in advance if you *expect* that you will be required to register in the calendar year. Otherwise, you must register within 5 days of *first engaging* in lobbying activities in the calendar year AND *meeting the registration thresholds* outlined in §1-7.1-8(A) of the Ethics Law. Please do not wait until the 5<sup>th</sup> day to submit your application as it may not be approved on the same day.

Typically, approvals or requests for clarification will be provided within one (1) business day of receipt of a completed registration, including the confirmation and verification by the firm and client, respectively.

### **Lobbyist Firm Confirmation**

The firm contact named within the Lobbying Registration Form will receive a notification e-mail that the employer has been named by the registrant as an employee or representative of the firm.

The e-mail will include the lobbyist's registration information and a code beginning with the letter "L" followed by six digits marked as "Lobbyist ID". This ID contains all the information about the registrant and should be plugged into Question 3 of the Lobbyist Firm Confirmation Form to assist with confirmation of their affiliation with the firm. Simply copy and paste from the email to ensure the ID is correctly entered.

### **Lobbyist Client Verification**

The client named in the Lobbyist Registration Form will also receive an e-mail from the Lobbying Registration Portal to complete a Client Verification Form to verify that the lobbyist is working for the client and to confirm whether the client itself will be registering as a lobbyist.

Within the notification email will be a code beginning with the letter "L" followed by six digits marked as "Lobbyist ID". This ID contains all the information about the registrant and should be plugged into Question 3 of the form. Simply copy and paste from the e-mail to ensure the ID is correctly entered.

If you have any questions, concerns, or difficulties while completing the form, please contact us at [frederick\\_county\\_ethics\\_commission@frederickcountymd.gov](mailto:frederick_county_ethics_commission@frederickcountymd.gov) or call Kim Long at (301) 600-1030 or Andrew Ford at (301) 600-1633.