



# LOBBY REGISTRATION

PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

<b>1. REGISTRANT'S NAME</b> (Only one person may register with this form)	<b>2. REGISTRANT'S ID NUMBER</b>
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**3. TYPE OF FILING**

**ORIGINAL** Registration (ID number will be assigned by this office)

Registering as a **LOBBYIST** (see definition on reverse of form)

Registering as a **LOBBYIST AGENT** (see definition on reverse of form)

**AMENDMENT** to existing Registration. Item(s) being amended \_\_\_\_\_

**4a. MAILING ADDRESS** (All mail will be sent to this address)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_ Telephone Number \_\_\_\_\_

<b>4b. BUSINESS ADDRESS</b> (if different than item 4a)	<b>4c. RESIDENTIAL ADDRESS</b> (for individuals only)
_____	_____
Telephone Number _____	Telephone Number _____

<b>5. DATE BECAME ACTIVE</b> (see registration requirements on reverse of form)	<b>6. LOBBYIST FISCAL YEAR</b>
<b>DATE REQUIRED</b>	From: _____
Month _____ Day _____ Year _____	Month _____ Day _____ Year _____
	To: _____
	Month _____ Day _____ Year _____

**7. EMPLOYEE'S NAME & ADDRESS** (see definition on reverse of form)

NOTE: Completing this item **DOES NOT** register or terminate any person as a Lobbyist or a Lobbyist Agent. Employees meeting the definition of a Lobbyist or Lobbyist Agent at any time must register separately.

ADD \_\_\_\_\_

DELETE \_\_\_\_\_

ID # \_\_\_\_\_

ADD \_\_\_\_\_

DELETE \_\_\_\_\_

ID # \_\_\_\_\_

**8. VERIFICATION:** I certify that all reasonable diligence was used in preparation of the above form, and the contents are true and accurate, to the best of my knowledge. If filing electronically, I further agree that the signature below shall serve as the signature verifying that all reasonable diligence was used in preparation of all electronically filed reports and their contents are true and accurate to the best of my knowledge.

(All mail will be directed to the signatory's attention)

Type or Print name of **AUTHORIZED SIGNATORY**

\_\_\_\_\_

Signature \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

# LOBBY REGISTRATION FORM INSTRUCTIONS

A **LOBBYIST REGISTRATION** must be filed by any individual, business or group of any type that compensates or reimburses a Lobbyist Agent, or other employee, to lobby public officials. Registration is required within 15 calendar days after meeting the registration [thresholds](#).

A **LOBBYIST AGENT REGISTRATION** must be filed by an individual, business or group of any type that is compensated or reimbursed to lobby public officials on behalf of an employer or client (refer to Lobbyist above). Registration is required within 3 calendar days after meeting the registration [thresholds](#).

An individual, business or group of any type becomes a Lobbyist or Lobbyist Agent upon entering into any type of agreement in excess of the registration [thresholds](#). State agencies and subdivisions of state government (such as cities, counties or school districts) become Lobbyists immediately upon contracting with a Lobbyist Agent.

**All Lobby Registrations must be received by 4:00 pm on the due date to be considered timely.** Registrations sent by *certified or registered mail & postmarked two or more calendar days before the due date* will be considered timely regardless of when they are received. Late filing fees will be assessed for each calendar day the registration is late.

Once registered, all registrants are required to file a [Financial Report Summary](#) by 4:00 pm on January 31 and August 31 of each year. For more information visit our [web site](#).

**Every section of this form must be completed.**

- ITEM 1.** Enter the name of the individual, business or group on whose behalf this registration is being submitted. Enter one name only as each Lobbyist and Lobbyist Agent must submit a separate registration.
- ITEM 2.** Each registrant is issued a unique ID number through this office upon registration. Enter the registrant's ID number if this is an amendment to an existing registration; leave blank if this is an original registration. ID numbers can be found on our web site using the [Lobby Search](#).
- ITEM 3.** Select the type of registration. The first registration form submitted to this office is the Original. When submitting an original registration, also select the appropriate Lobbyist or Lobbyist Agent box to indicate the type of registration being submitted. Later forms submitted to change information must be marked as amendments and the amended items indicated.
- ITEM 4a.** Enter registrant's mailing address and telephone number. All mail will be sent to the address listed in this item. (Email address is optional.)
- ITEM 4b.** Enter the registrant's business address if different from Item 4a. (Telephone number is optional.)
- ITEM 4c.** Enter the registrant's residential address if registrant is an individual. (Telephone number is optional.)
- ITEM 5.** Enter the date the registrant met the definition of a Lobbyist or Lobbyist Agent. (Due dates explained above.) If the registrant has not met the definition of a Lobbyist or Lobbyist Agent at this time, the date the registrant expects to meet the definition must be given.
- ITEM 6.** Enter the Lobbyist Fiscal Year. This item is not required for Lobbyist Agents.
- ITEM 7.** Enter the name and address of each individual, business or group directly employed, compensated or reimbursed for lobbying by the registrant. (Note: Entering an employee under this item DOES NOT register or terminate them as a lobbyist or lobbyist agent. Employees meeting the definition of a lobbyist or lobbyist agent at any time must register separately.)
- ITEM 8.** Sign the report; original signatures are required. If registrant is not an individual, the registration must be signed by a person authorized to sign for the registrant. Mail will be directed to the signatory's attention. Individuals MUST sign their own forms.

**MAIL TO:** Michigan Department of State, Bureau of Elections

**For US Mail:**  
PO Box 20126  
Lansing, MI 48901-0726

**For Overnight Delivery or to Visit Our Office:**  
430 W. Allegan St, 1st Floor - Richard H. Austin  
Lansing, MI 48933-1592

**Phone:** (517) 335-3234

**Web:** [www.michigan.gov/sos/](http://www.michigan.gov/sos/)