



ALEX PADILLA | SECRETARY OF STATE | STATE OF CALIFORNIA
POLITICAL REFORM

1500 11th Street, Room 495 | Sacramento, CA 95814 | Tel 916.653.6224 | Fax 916.653.5045 | www.sos.ca.gov

October 12, 2018

TO: Registered Lobbying Firms

RE: 2019 – 2020 Registration Renewal

This notice provides important information that will assist you in renewing your registration. The renewal period for Lobbying Firms for the 2019 - 2020 Legislative Session begins November 1 and ends December 31, 2018. Renewal registration amendments are due January 11, 2019.

LOBBYING FIRM REGISTRATION REQUIREMENTS

All Lobbying Firms must submit the required registration documents on paper bearing the original signatures of responsible parties. To assist you with completing your registration, a Lobbying Registration Reference Chart is enclosed. The following items must be filed with the Secretary of State's Political Reform Division:

1. A completed Lobbying Firm Registration Statement (Form 601). In addition to a telephone number, please list an email address on the Form 601.
2. A Lobbying Firm Activity Authorization (Form 602) completed by each entity that employs or contracts with the Lobbying Firm and is listed on the Form 601. Page 2, "Nature and Interests of Filer" of the Form 602, must be attached. On Page 2, Section E - Industry Group Classification, check only one box that best describes the Industry Group represented.
3. A Lobbyist Certification Statement (Form 604) completed by each of the Firm's lobbyists listed on the Form 601.
4. A lobbyist registration fee in the amount of \$100 for each lobbyist. A registration fee is not required for the Lobbying Firm. Make all checks or money orders

Registered Lobbying Firms

October 12, 2018

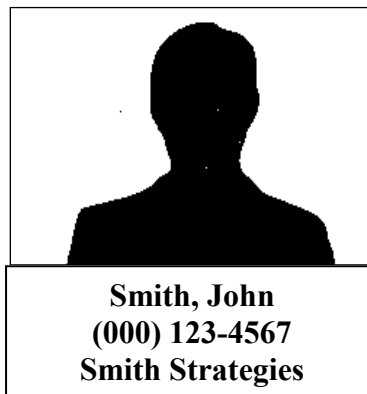
Page 2 of 4

payable in U.S. dollars and drawn against a U.S. financial institution. Checks and money orders must be payable to the Secretary of State.

5. A photograph for each lobbyist. Electronic submissions of photographs are not accepted. To ensure proper identification of each lobbyist, each photograph must be tagged. For your convenience, photo tags are included with this mailing. The identification tag must include the lobbyist's first and last name, telephone number, and the Firm's name. Do not tape the tag to the front of the photograph or write on the photograph. Tape the identification tag to the back of the photograph, along the bottom edge, to ensure the tag information is presented when viewing the front of the lobbyist's photograph.

LOBBYIST PHOTOGRAPH REQUIREMENTS

1. The **current** appearance of the lobbyist with full face in view.
2. Posing limited to the lobbyist's head and shoulders.
3. Photo must be in focus and properly exposed with no shadows.
4. No smaller than 2 x 2 or larger than 4 x 6.
5. Photograph may be in color or black and white.



LOBBYIST ETHICS COURSE REQUIREMENT

California Government Code Section 86103 requires lobbyists to attend an ethics course as a condition of registration. Lobbyists renewing their lobbying certification must take the course by June 30, 2019, if they have not completed the course in the previous 12 months. New lobbyists must complete the course within 12 months of registering.

The course registration form is available at:

<http://seth.senate.ca.gov/sites/seth.senate.ca.gov/files/Lobbyist-signup-form.pdf>

Registered Lobbying Firms

October 12, 2018

Page 3 of 4

Advance sign-up is required. The sign-up form contains details regarding the course fee, course dates and times, course sites, and sign-up deadlines. The Senate Committee on Legislative Ethics and the Assembly Legislative Ethics Committee jointly conduct the lobbyist ethics courses. For questions regarding ethics course registration, please contact Stacey Medlock at: Stacey.Medlock@sen.ca.gov

FILING RENEWAL REGISTRATION - PAPER

All Lobbying Firms must submit the required registration documents on paper bearing the original signatures of responsible parties. Registration forms are available online at:

<http://www.sos.ca.gov/campaign-lobbying/lobbying-disclosure-requirements/lobbying-forms-instructions/>

FILING RENEWAL REGISTRATION - ELECTRONIC

In addition to the paper filing requirement, Lobbying Firms *may* have an electronic filing requirement. Information regarding electronic filing requirements can be located at:

<http://www.sos.ca.gov/campaign-lobbying/lobbying-disclosure-requirements/lobbying-filing-requirements/>

Registration documents may be submitted electronically by utilizing either:

1. The Secretary of State's free online filing system known as Cal-Online at: <https://cfile.sos.ca.gov/CalOnline/>
2. The service of a Secretary of State-certified electronic filing vendor at: <http://www.sos.ca.gov/campaign-lobbying/electronic-filing-information/>

Electronic filing is an additional way of filing. However, all lobbying registration documents must still be filed by paper. When filing paper documents, you must file an original and one copy of your forms.

For electronic filing assistance please call our Cal-Online Help Desk at: (877) 745-3453.

For additional assistance you may email: onlinefilinghelp@sos.ca.gov

SUBMITTING REGISTRATION MATERIAL

Include all required documents (one original and one copy), appropriate remittances, and photographs in one package and mail to:

Secretary of State
Political Reform Division
1500 11th Street
Room 495
Sacramento CA 95814

To receive a stamped copy of your filings, include with your packet:

1. A written request for return of stamped copies.
2. An additional set of copies. (One original and *two* copies)
3. A stamped, self-addressed envelope.

For any questions regarding renewal filing requirements, you may call (916) 653-6224 or email: lobprd@sos.ca.gov

Sincerely,

/S/

Julie Waddell
Chief, Political Reform Division
Secretary of State

Enclosures:

- Lobbying Registration Reference Chart
- Lobbyist Photograph Tags

LOBBYING FIRM & REGISTERED EMPLOYER/COALITION
Lobbying Registration – Reference Chart
(Initial, Amendment, Termination and Withdrawal)

For registration submitted during the first year of a two-year legislative session, a \$100 fee is assessed in anticipation the lobbyist will continue during the remainder of the session. In the second year of the session, the fee for any lobbyist added to an employer’s or firm’s registration is \$50.

The following chart shows which forms must be filed for the initial registration, for any amendment to such registration, and for termination or withdrawal.

Registration Activity		Forms							\$50.00/Year & Photo Per Lobbyist
1.	Firm Initial Registration <i>(With Client, No Lobbyist)</i>	601	602						
2.	Firm Initial Registration <i>(With Lobbyist, No Client)</i>	601			604				\$/Photo
3.	Firm Initial Registration <i>(With Both Lobbyist and Client)</i>	601	602		604				\$/Photo
4.	Firm Adds Client <i>(Or Lobbyist Employer)</i>		602			605			
5.	Firm Adds Lobbyist				604	605			\$/Photo
6.	Firm Adds Client of Another Firm		602			605			
7.	Firm Deletes Client <i>(Or Lobbyist Employer)</i>					605			
8.	Firm Deletes Client <i>(Or Another Firm)</i>					605			
9.	Firm Deletes* (Terminates) Lobbyist					605	606		See *Note*
10.	Firm Withdraws Lobbyist					605		607	
11.	Firm Terminates* <i>1 – Firm</i> <i>1 – Each Lobbyist</i>						606		

Registration Activity		Forms						\$50.00/Year & Photo Per Lobbyist
12.	Firm Withdraws (<i>Plus 607 for Lobbyist</i>)						607	
13.	Lobbyist Employer (<i>Lobbying Coalition</i>) Initial Registration			603	604			\$/Photo
14.	Lobbyist Employer (<i>Lobbying Coalition</i>) Adds Lobbyist				604	605		\$/Photo
15.	Lobbyist Employer (<i>Lobbying Coalition</i>) Deletes Lobbyist*					605	606	See *Note*
16.	Lobbyist Employer (Lobbying Coalition) Withdraws Lobbyist					605		607
17.	Lobbyist Employer (<i>Lobbying Coalition</i>) Terminates						606	
18.	Registered Lobbyist Employer Adds Firm					605		
19.	Registered Lobbyist Employer Deletes Firm					605		
20.	Miscellaneous Changes to Firm or Employer Registration (<i>Address, Etc.</i>)					605		

Note Form 606 is not filed for a deleted lobbyist if that lobbyist will continue as a lobbyist for a different lobbying entity within 20 days of the effective termination date.

<p>(This shaded section will be taped under the lobbyist photo.)</p>	<p>LOBBYIST – Name (Last, First)</p>	<p>LOBBYIST – Telephone Number (E-mail if outside of USA)</p>	<p>FIRM OR DIRECT EMPLOYER - Name</p>	<p>LOBBYIST #</p> <p>CHECK #</p> <p>RECEIPT #</p>	<p>RECEIPT #</p> <p><i>SOS USE</i></p>	<p>CHECK #</p>	<p>LOBBYIST #</p>	<p>CHECK #</p>	<p>RECEIPT #</p> <p><i>SOS USE</i></p>
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