FORM 605 – AMENDMENT TO REGISTRATION STATEMENT

1. General Information
2. Form 605
3. Data Elements
4. Filing Requirements
5. Written Notations
6. Signature Requirements

GENERAL INFORMATION:

1. A "Sendback" letter is sent only when a signature is missing.
2. In many instances, missing or incomplete information may be found using other sources (e.g. existing record in AMS, other submitted forms, etc.).
3. If missing or incomplete information cannot be determined, attempt to contact the filer by phone, email or letter. Any information provided by the filer should also be obtained in writing.
4. Any questions regarding processes should be directed to a PRD supervisor.

Form 605 – Amendment to Registration Statement
Review Points – Form and AMS

Amendment to Registration Statement
(Government Code Section 86107)

Legislative Session

(Insert Years)

CALIFORNIA FORM 605
FAIR POLITICAL PRACTICES COMM.
For Official Use Only

Check the applicable box:

2

- ☐ LOBBYING FIRM REGISTRATION
- ☐ LOBBYIST EMPLOYER REGISTRATION
- ☐ LOBBYING COALITION REGISTRATION

1

Type or Print in Ink

3 NAME OF FILER:

4 ADDRESS (Number and Street) (City) (State) (Zip)

5 TELEPHONE NUMBER: ( )

I Description of Changes (See instructions on cover sheet and examples on the back of this page.)

Check appropriate box(es)

6 ☐ Adding Lobbyist
Name of Lobbyist — Effective Date
Attach Form 604

7 ☐ Lobbying Firm Deleting Lobbyist Employer
Name of Employer — Effective Date
No attachment required

8 ☐ Lobbying Firm Adding Lobbyist Employer (Including Subcontract Clients)
Name of Lobbyist Employer — Effective Date
Complete Part II and Attach Form 602

9 ☐ Registered Lobbyist Employer Deleting Lobbying Firm
Name of Firm — Effective Date
No attachment required

10 ☐ Registered Lobbyist Employer Adding Lobbying Firm
Name of Lobbying Firm — Effective Date
No attachment required

11 ☐ Deleting Lobbyist
Name of Lobbyist — Effective Date
Check one
○ Form 606 is attached as the lobbyist is ceasing activities as a lobbyist.
○ Form 606 is NOT attached as the lobbyist is no longer employed by the filer but will lobby on behalf of others. (Gov. Code Section 86107 requires the lobbyist and the new employer to file the appropriate forms within 20 days.)

12 ☐ Other - Describe in detail and provide attachments as required.
Effective Date

VERIFICATION

I have used all reasonable diligence in preparing this Amendment. I have reviewed this Amendment 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.

13 Executed On _____ (DATE)

14 By _____ (SIGNATURE OF RESPONSIBLE OFFICER)

15 Name of Responsible Officer _____ (TYPE OR PRINT)

16 Title _____

FPPC Form 605 (10/14)
FPPC Advice Email: advice@fppc.ca.gov
FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Amendment to Registration Statement

(Government Code Section 86107)

CALIFORNIA FORM 605
FAIR POLITICAL PRACTICES COMM.

Page 2

Type or Print in Ink

NAME OF FILER:

3

II Adding A Lobbyist Employer

- Complete *Section A* when adding a lobbyist employer that is a direct client of the lobbying firm.
- Complete *Section B* if the client is subcontracted by another lobbying firm.
- Attach a completed Form 602.

SECTION A

Name of Lobbyist Employer

17

Business Address: (Number and Street) (City) (State) (Zip)

18

Agencies to be Lobbied | Description of Lobbying Interests | Period of Contract

19 20 21

Name of Lobbyist Employer

Business Address: (Number and Street) (City) (State) (Zip)

Agencies to be Lobbied | Description of Lobbying Interests | Period of Contract

SECTION B

Name of Subcontracting Lobbying Firm

22

Business Address: (Number and Street) (City) (State) (Zip)

23

Name of Client on Whose Behalf Lobbying Will Occur:

24

Address and Telephone Number of Client on Whose Behalf Lobbying Will Occur:

25

Agencies to be Lobbied

26

Description of Client's Lobbying Interests | Period of Contract

27 28

Clear Form | Print Form

FPPC Form 605 (10/14)
FPPC Advice Email: advice@fppc.ca.gov
FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

DATA ELEMENTS

This section provides guidance for reviewing the Form 605, explaining the data fields the filer must or may complete, and the method used for obtaining missing or incomplete information. It also indicates the location of the corresponding AMS data entry field (if any).

***Methods of Contact (MOC):**
PC –Phone Call
EL – Exception Letter
OC – Other contact (email, fax) – Use email for "overseas/out of country" lobbyists.
SB – Sendback Letter
N/A – No or No Action

Element No.	Data Element	Required: Yes/No	Comments	Action if missing/ incomplete/ *MOC	Enter Data and Suspend?	AMS Data Entry
1	Legislative Session	Yes	Pencil in if omitted.	PC/OC/EL	Yes	Add New Filer/Filer: Attribute
2	Lobbying Firm/ Employer/ Coalition Registration checkbox	No				N/A
3	Name of Filer	Yes	Must conform to naming convention	PC/OC/EL	No	Add New Filer/Filer:Name
4	Address (Number and Street, City, State, Zip Code)	Yes		PC/OC/EL	Yes	Add New Filer/Filer:Address
5	Telephone Number	Yes	May be found on Form 604 or prior AMS session record	OC/EL	Enter data Don't suspend	Add New Filer/Filer:Address
6	I. Description of Changes: Adding Lobbyist	Yes	• Box checked, if applicable • Lobbyist Name • Effective Date • Form 604, Fee and Photo	PC/OC/EL	Yes	Add New Filer/Filer:Address
7	I. Description of Changes: Lobbying Firm Deleting Lobbyist Employer	Yes	• Box checked, if applicable • Client or Employer Name • Effective Date	PC/OC/EL	Yes	Add New Filer/Filer: Links
8	I. Description of Changes: Lobbying Firm Adding Lobbyist Employer (Including Subcontract Clients)	Yes	• Box checked, if applicable • Client, Employer or Firm Name • Effective Date • Complete Part II of this Form • Form 602	PC/OC/EL	Yes	Add New Filer/Filer: Links

Form 605 – Amendment to Registration Statement
Review Points – Form and AMS

Element No.	Data Element	Required: Yes/No	Comments	Action if missing/ incomplete/ *MOC	Enter Data and Suspend?	AMS Data Entry
9	I. Description of Changes: Registered Lobbyist Employer Deleting Lobbying Firm	Yes	• Box checked, if applicable • Firm Name • Effective Date	PC/OC/EL	Yes	Add New Filer/Filer:Links
10	I. Description of Changes: Registered Lobbyist Employer Adding Lobbying Firm	Yes	• Box checked, if applicable • Firm Name • Effective Date	PC/OC/EL	Yes	Add New Filer/Filer: Links
11	I. Description of Changes: Deleting Lobbyist	Yes	• Box checked, if applicable • Lobbyist Name • Effective Date • Form 606/607 attached, if applicable	PC/OC/EL	Yes	Add New Filer/Filer:Links
12	I. Description of Changes: Other	Yes	• Box checked, if applicable • Detailed explanation on Form 605 or attachment • Effective Date This section is typically used to change an entity name or address, although other change may be described.	PC/OC/EL	Yes	Depends upon the change.
13	Verification: Execution Date	Yes		PC/OC/EL	Yes	N/A
14	Verification: Signature of Responsible Officer	Yes	"Wet" signature required.	SB	No - Do not enter the Registration AMS.	N/A
15	Verification: Name of Responsible Officer	Yes		PC/OC/EL	Yes	N/A
16	Verification: Responsible Officer Title	Yes		PC/OC/EL	Yes	N/A
17	II. Adding a Lobbyist Employer – Section A: Name of Lobbyist Employer	Yes: if adding Client/Employer	Must conform to naming convention	PC/OC/EL	No	Add New Filer/Filer: Name
18	II. Adding a Lobbyist Employer – Section A: Business Address	Yes		PC/OC/EL	Yes	Add New Filer/Filer:Address
19	II. Adding a Lobbyist Employer – Section A: Agencies to be Lobbied	Yes				No field available to enter this data.

Form 605 – Amendment to Registration Statement
Review Points – Form and AMS

Element No.	Data Element	Required: Yes/No	Comments	Action if missing/ incomplete/ *MOC	Enter Data and Suspend?	AMS Data Entry
20	II. Adding a Lobbyist Employer – Section A: Description of Lobbying Interests	Yes				Add New Filer/Filer:Interests
21	II. Adding a Lobbyist Employer – Section A: Period of Contract	Yes	May be entered as: • Date • Ongoing • Continuous • Unknown	PC/OC/EL	Yes	Add New Filer/Filer:Address
22	II. Adding a Lobbyist Employer – Section B: Name of Subcontracting Lobbying Firm	Yes: If adding a Firm	Must conform to naming convention	PC/OC/EL	No	Add New Filer/Filer:Name
23	II. Adding a Lobbyist Employer – Section B: Business Address	Yes		PC/OC/EL	Yes	Add New Filer/Filer:Address
24	II. Adding a Lobbyist Employer – Section B: Name of Client on Whose Behalf Lobbying Will Occur	Yes				Add New Filer/Filer: Name
25	II. Adding a Lobbyist Employer – Section B: Address and Telephone Number of Client on Whose Behalf Lobbying Will Occur.	Yes				Add New Filer/Filer: Address
26	II. Adding a Lobbyist Employer – Section B: Agencies to be Lobbied	Yes				No field available to enter this data.
27	II. Adding a Lobbyist Employer – Section B: Description of Client's Lobbying Interests	Yes				Add New Filer/Filer:Interests
28	II. Adding a Lobbyist Employer – Section B: Period of Contract	Yes	May be entered as: • Date • Ongoing • Continuous • Unknown	PC/OC/EL	Yes	No field available to enter this data.

Filing Requirements

This section provides an explanation of other forms that may have a dependency on this form, or whether this form has any dependencies on other forms.

Attachment Description	Required/ Optional	Comments
Form 604	Required only if adding a lobbyist	
Form 602	Required only if adding a client	
Form 606	Required only if terminating a lobbyist, only if the lobbyist is not registering with another firm/employer	
Form 607	Required only if withdrawing a firm or lobbyist.	

Written Notations

This section explains information handwritten or stamped onto the Form.

Entered By	Notation	Comments
Lobby/Intake	Date Stamp	
Forms Reviewer	ID Number	
Forms Reviewer	R – packet is complete E – packet is incomplete/letter sent	
Forms Reviewer	Initials	

Signature Requirements

This section provides guidance on the individual(s) who may act as an authorized signer of the Form 605.

Authorized Signer	Comments
If filed by the Client: Responsible officer of the entity/organization Attorney acting as an agent for the entity/organization CPA acting as an agent for the entity/organization	The Firm should file this form on the Client's behalf; however, PRD will accept and process certain changes (e.g. name, address, telephone, fax, email, responsible officer) if the Client files the Form 605.
If filed by the Employer: Responsible officer of the entity/organization Attorney acting as an agent for the entity/organization CPA acting as an agent for the entity/organization	
If filed by the Firm: Responsible officer of the entity/organization	If amending the record to change the responsible officer, then the new responsible officer will sign the amended Form 605 and all future forms.