FORM 601 – LOBBYING FIRM REGISTRATION STATEMENT

1. General Information
2. Form 601
3. Form 601 – Data Elements
4. Filing Requirements
5. Form 601 – Written Notations
6. Form 601 – Signature Requirements

GENERAL INFORMATION:

1. A "Sendback" letter is sent only when the 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.
    a. In many instances, the filer record can be created pending receipt of missing/incomplete information. These filer records are placed into a status of "Suspend," which is changed upon receipt of the needed information.
4. Any questions regarding processes should be directed to a PRD supervisor.

Form 601 – Lobbying Firm Registration Statement
Review Points – Form and AMS

Lobbying Firm Registration Statement
(Government Code Section 86104)

Legislative Session

(Insert Years)

CALIFORNIA FORM **601**
FAIR POLITICAL PRACTICES COMM.

For Official Use Only

Type or Print in Ink

SEE INSTRUCTIONS ON REVERSE

Page _____ of _____

NAME OF LOBBYING FIRM:

If this is an initial registration, enter the DATE QUALIFIED as a Lobbying Firm:

BUSINESS ADDRESS: (Number and Street) (City) (State) (Zip Code)

TELEPHONE NUMBER: ( )

FAX NUMBER: (Optional) ( )

MAILING ADDRESS: (If different than above.)

E-MAIL:

I Individual Lobbyists

- List the full name of each partner, owner, officer, or employee of your lobbying firm who is a lobbyist. Attach a Form 604 for each lobbyist.
- Do not list any individual who is separately registered as a lobbying firm or who is employed by a lobbying firm with which you subcontract.
- If your firm does not have a partner, owner, officer, or employee who qualifies as a lobbyist, state "not applicable."

☐ If more space is needed, check box and attach continuation sheets.

II Lobbyist Employers

- Use Section A to report each client with whom your firm has a direct contract to provide lobbying services.
- Use Section B to report lobbying firms with which your firm subcontracts to provide lobbying services and the clients on whose behalf your firm will lobby.
- Attach a Form 602 for each person identified in Section A or B.

SECTION A

Employer's Name, Address and Telephone Number

Effective Date

Period of Contract

Description of Employer's Lobbying Interests

Agencies to be Lobbied

Employer's Name, Address and Telephone Number

Effective Date

Period of Contract

Description of Employer's Lobbying Interests

Agencies to be Lobbied

☐ If more space is needed, check box and attach continuation sheets.

FPPC Form 601 (10/14)
FPPC Advice Email: advice@fppc.ca.gov
FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Lobbying Firm
Registration Statement

Type or Print in Ink

CALIFORNIA FORM **601**
FAIR POLITICAL PRACTICES COMM.

3 NAME OF LOBBYING FIRM:

Page _____ of _____ 2

II Lobbyist Employers
SECTION A – (Continued)

Employer's Name, Address and Telephone Number	Effective Date	Period of Contract
	Description of Employer's Lobbying Interests	
Agencies to be Lobbied		

Employer's Name, Address and Telephone Number	Effective Date	Period of Contract
	Description of Employer's Lobbying Interests	
Agencies to be Lobbied		

Employer's Name, Address and Telephone Number	Effective Date	Period of Contract
	Description of Employer's Lobbying Interests	
Agencies to be Lobbied		

Employer's Name, Address and Telephone Number	Effective Date	Period of Contract
	Description of Employer's Lobbying Interests	
Agencies to be Lobbied		

☐ If more space is needed, check box and attach continuation sheets.

SECTION B – Subcontracted Clients

16 Name, Address and Telephone Number of Subcontracting Lobbying Firm:

17 Effective Date of Contract | Period of Contract 18

19 Name, Address and Telephone Number of Client on Whose Behalf Your Firm will Lobby:

20 Agencies to be Lobbied | Description of Client's Lobbying Interests 21

☐ If more space is needed, check box and attach continuation sheets.

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Registration Statement

Type or Print in Ink

CALIFORNIA FORM **601**
FAIR POLITICAL PRACTICES COMM.

NAME OF LOBBYING FIRM:

3

Page _____ of _____

2

III Statement of Responsible Officer

I am a partner, owner, or officer of the lobbying firm of _____.

22

I am the person responsible for filing statements and reports and keeping records required by Chapter 6 of the Political Reform Act (Government Code Sections 81000-91015). I have read and understand the prohibitions contained in Sections 86203 and 86205.

86203. It shall be unlawful for a lobbyist or a lobbying firm to make gifts to one person aggregating more than ten dollars ($10) in a calendar month, or to act as an agent or intermediary in the making of any gift, or to arrange for the making of any gift by any other person.

"Gift" as used in Section 86203 means a gift made directly or indirectly to any state candidate, elected state officer, or legislative official, or to an agency official of any agency required to be listed on the Registration Statement of the lobbying firm or the lobbyist employer of the lobbyist.

86205. No lobbyist or lobbying firm shall:

(a) Do anything with the purpose of placing any elected state officer, legislative official, agency official, or state candidate under personal obligation to the lobbyist, the lobbying firm, or the lobbyist's or the firm's employer.

(b) Deceive or attempt to deceive any elected state officer, legislative official, agency official, or state candidate with regard to any material fact pertinent to any pending or proposed legislative or administrative action.

(c) Cause or influence the introduction of any bill or amendment thereto for the purpose of thereafter being employed to secure its passage or defeat.

(d) Attempt to create a fictitious appearance of public favor or disfavor of any proposed legislative or administrative action or to cause any communication to be sent to any elected state officer, legislative official, agency official, or state candidate in the name of any fictitious person or in the name of any real person, except with the consent of such real person.

(e) Represent falsely, either directly or indirectly, that the lobbyist or the lobbying firm can control the official action of any elected state officer, legislative official, or agency official.

(f) Accept or agree to accept any payment in any way contingent upon the defeat, enactment, or outcome of any proposed legislative or administrative action.

VERIFICATION

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

23 Executed On _____ (DATE) By _____ (SIGNATURE OF RESPONSIBLE OFFICER) 24

25 Name of Responsible Officer _____ (TYPE OR PRINT) Title _____ 26

Clear Form | Print Form

FPPC Form 601 (10/14)
FPPC Advice Email: advice@fppc.ca.gov
FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

FORM 601 DATA ELEMENTS

This section provides guidance for reviewing the Form 601, 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 Action needed

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 obtained	PC/OC/EL	Yes if during Registration renewal/ No if during Regular Registraton	Add New Filer/Filer: Attribute
2	Page _ of _	No				No field available to enter this data.
3	Name of Lobbying Firm	Yes	Must conform to naming convention of Lobbying Firm	PC/OC/EL	?	Add New Filer/Filer: Name
4	Business Address (Number and Street, City, State, Zip Code)	Yes		PC/OC/EL	Yes	Add New Filer/Filer: Address
5	Mailing Address (if different from above)	Optional				Add New Filer/Filer: Address
6	Date Qualified as Lobbying Firm	Optional				No field available to enter this data.
7	Telephone Number	Yes	May be found on Form 604 or prior AMS session record	OC/EL	Yes	Add New Filer/Filer: Address
8	Fax Number	Optional				Add New Filer/Filer: Address
9	Email	Yes		PC/OC/EL	Yes	Add New Filer/Filer: Address

Form 601 – Lobbying Firm Registration Statement
Review Points – Form and AMS

No.	Data Element	Required Yes/No	Comments	Action if missing/ incomplete/ *MOC	Enter Data and Suspend?	AMS Data Entry
10	I. Individual Lobbyists	Yes	- Filer must indicate "None" if there are no Individual Lobbyists. - If entered, must be accompanied by a completed Form 604. - If not entered, but Form 604 provided, this requirement is considered met.	PC/OC/EL	Yes	Create a New Filer or locate/update an existing Filer record and link to the Lobbying Firm.
11	II. Lobbyist Employers – Section A: Employer's Name, Address and Telephone Number	Yes, if Form 602 attached	If Form 602 is attached, all sections must be completed.	PC/OC/EL	Yes	Add New Filer/Filer: Name
12	II. Lobbyist Employers – Section A: Effective Date	Yes		PC/OC/EL	Yes	Add New Filer/Filer: Attribute
13	II. Lobbyist Employers – Section A: Period of Contract	Yes	There is no place in AMS to enter this data. May be entered as a data, "ongoing," "unknown," "continuous."	PC/OC/EL	Yes	No field available to enter this data.
14	II. Lobbyist Employers – Section A: Agencies to be Lobbied	Yes	May be entered as "all state agencies" and recognizable acronyms. Contact if filer states a specific state agency or unknown acronyms.	PC/OC/EL	Yes	Filer: Acronyms

Form 601 – Lobbying Firm Registration Statement
Review Points – Form and AMS

No.	Data Element	Required Yes/No	Comments	Action if missing/ incomplete/ *MOC	Enter Data and Suspend?	AMS Data Entry
15	II. Lobbyist Employers – Section A: Description of Employer's Lobbying Interests	Yes		PC/OC/EL	Yes	Check box "Add Interest Code" a sub window will be displayed to enter Interest information. Interest for {Employer Name} Select Interest from the dropdown list. Select Session from the dropdown list. Enter the Effective Date.
16	II. Lobbyist Employers – Section B: Name, Address and Telephone Number of Subcontracting Lobbying Form	Yes, if attached Form 602 is from a Lobbying Firm	If Form 602 is attached, all sections must be completed.	PC/OC/EL	Yes	Add New Filer or locate and update an existing Filer record and link to the Lobbying Firm. Add New Filer/Filer: Name Add New Filer/Filer: Address
17	II. Lobbyist Employers – Section B: Effective Date of Contract	Yes		PC/OC/EL	Yes	Add New Filer/Filer: Attribute
18	II. Lobbyist Employers – Section B: Period of Contract	Yes	There is no place in AMS to enter this data. May be entered as a data, "ongoing," "unknown," "continuous."	PC/OC/EL	Yes	No field available to enter this data.
19	II. Lobbyist Employers – Section B: Name, Address and Telephone Number of Client on Whose Behalf Your Firm will Lobby	Yes		PC/OC/EL	Yes	No field available to enter this data.

Form 601 – Lobbying Firm Registration Statement
Review Points – Form and AMS

No.	Data Element	Required Yes/No	Comments	Action if missing/ incomplete/ *MOC	Enter Data and Suspend?	AMS Data Entry
20	II. Lobbyist Employers – Section B:Agencies to be Lobbied	Yes	May be entered as "all state agencies" and recognizable acronyms. Contact if filer states a specific state agency or unknown acronyms.	PC/OC/EL	Yes	No field available to enter this data.
21	II. Lobbyist Employers – Section B: Description of Client's Lobbying Interests	Yes		PC/OC/EL	Yes	Check box "Add Interest Code" a sub window will be displayed to enter Interest information. Interest for {Client name} Select Interest from the dropdown list. Select Session from the dropdown list. Enter the Effective Date.
22	III. Statement of Responsible Officer	Yes		PC/OC/EL	Yes	No field available to enter this data.
23	Verification: Execution Date	Yes		PC/OC/EL	Yes	No field available to enter this data.
24	Verification: Executed By (signature)	Yes	"Wet" signature required. Must be signed by the appropriate person.	SB	No - Do not enter the Registration AMS.	No field available to enter this data.
25	Verification: Name of Responsible Officer	Yes		PC/OC/EL	Yes	No field available to enter this data.
26	Verification: Title of Responsible Officer	Yes		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: Yes/No	Comments
Form 602	Yes	If a client is listed on the Form 601, this form is completed by each lobbyist employer that contracts with the lobbying Firm
Form 604	Yes	If a lobbyist is listed on the Form 601, this form is completed by each partner, owner, officer or employee of the lobbying firm who qualfies as a lobbyist.

Form 601 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	

Form 601 Signature Requirements

This section provides guidance on the individual(s) who may act as an authorized signer of the Form 601.

Authorized Signer	Comments
Responsible officer of the Firm	