FORM 604 – LOBBYING CERTIFICATION STATEMENT

1. General Information
2. Form 604
3. Form 604 – Data Elements
4. Filing Requirements
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6. Form 604 – 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.

Lobbyist Certification Statement
(Government Code Section 86103)

Legislative Session

1

(Insert Years)

CALIFORNIA FORM **604**
FAIR POLITICAL PRACTICES COMM.

For Official Use Only

Type or Print in Ink 2

☐ Check Box if an Amendment

3 NAME OF LOBBYIST: (Last) (First) (M.I.)

If this is an Initial Certification, enter the DATE QUALIFIED as a Lobbyist: 7

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

TELEPHONE NUMBER: ( ) 8

5 MAILING ADDRESS: (If different than above)

FAX NUMBER: (Optional) ( ) 9

6 NAME OF LOBBYIST EMPLOYER OR LOBBYING FIRM:

E-MAIL: 10

I. LOBBYIST ETHICS ORIENTATION COURSE

Check one box: 11

☐ I have not taken the course within the previous 12 months. I will attend the course *(check one)*:

- ○ New Certification – Within the next 12 months
- ○ Renewal – By June 30 of the next calendar year

☐ I completed the course on ____/____/____
(Mo./Day/Year)

II. AGENCIES LOBBIED

Check one box: 12

☐ I will lobby the agencies identified on the Lobbyist Employer or Lobbying Firm Registration Statement (Form 601/603) and subsequent amendments.

☐ I will *only* lobby the agencies identified below:

13 Will you lobby the State Legislature? ○ Yes ○ No

State Agencies: 14

III. LOBBYIST RESTRICTIONS

By signing the verification below, I certify that I have read and understand that I am subject to the prohibitions contained in Government Code Sections 86203 and 86205. (Provided on reverse.)

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.

15 Executed on _____ By _____ 16
DATE SIGNATURE OF LOBBYIST

Clear Form Print Form

FPPC Form 604 (10/14)
FPPC Advice Email: advice@fppc.ca.gov
FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

FORM 604 DATA ELEMENTS

This section provides guidance for reviewing the Form 604, 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

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	Check Box if an Amendment	No				N/A
3	Name of Lobbyist (Last, First, MI)	Yes	Must conform to naming convention	PC/OC/EL	No	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)	No				Add New Filer/Filer: Address
6	Name of Lobbyist Employer or Lobbying Firm	Yes	Must conform to naming convention	PC/OC/EL	No	Add New Filer/Filer: Name
7	Date Qualified as Lobbyist	No				AMS does not provide a field to enter this data.
8	Telephone Number	Yes	May be found on Form 604 or prior AMS session record	OC/EL	Yes	Add New Filer/Filer: Address
9	Fax Number	No	Obtain when not provided IF contacting the filer for another reason.			Add New Filer/Filer: Address
10	Email	Yes		PC/OC/EL	Yes	Add New Filer/Filer: Address

Form 604 – Lobbyist Certification 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
11	I. Lobbyist Ethics Orientation Course: Completion	Yes	Must check ONE box only. If the box "I have not taken the course within the previous 12 months" is checked: must select the circle for only one option (New Certification or Renewal). Do not send letter If the box is checked, but the circle not selected. If the box "I completed the course on __/__/__" is selected, the date of the completed ethics course must be completed.	PC/OC/EL	Yes	Add New Filer/Filer: Address
12	II. Agencies Lobbied checkbox	Yes	Filer must check one box only. If the "I will only lobby the agencies identified below:" box is checked, • Filer must list agencies	PC/OC/EL		AMS does not provide a field to enter this data.
13	II. Agencies Lobbied: "Lobby the State Legislature" circle	Yes	Filer must also check either the "Yes" or "No" circle corresponding to the question "Will you lobby the State Legislature?"	PC/OC/EL		AMS does not provide a field to enter this data.
14	II. Agencies Lobbied: State Agencies	Yes	Agencies must be listed.	PC/OC/EL	Do not Suspend if missing and letter sent.	AMS does not provide a field to enter this data.
15	III.Lobbyist Restrictions: Verification – Execution Date	Yes		PC/OC/EL	Yes	AMS does not provide a field to enter this data.
16	III.Lobbyist Restrictions: Verification – Signature of Lobbyist	Yes	"Wet" signature required.	SB	No - Do not enter the Registration AMS.	AMS does not provide a field 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	Action if missing or incomplete	Enter Data and Suspend?
Form 601 or Form 603	Required	The Form 604 must be included in A).Form 601 Registration packet for each lobbyist, or b) Form 603 Registration packet.	EL	Yes
Lobbyist Photo	Required		EL	Yes
Registration Fee	Required		EL	Yes

Form 604 Notations

This section explains information handwritten or stamped onto the Form.

Entered By	Notation	Comments
Lobby/Intake	Date Stamp	
Lobby/Intake	Fee Amount paid, or No Fee	
Lobby/Intake or Yvonne	Receipt Number	May be done by intake or a Lobbying Registration Reviewer, or – during LD process, intake does receipts and places in a basket for reviewers to associate with registration forms.
Lobby/Intake	Method of Payment: Cash Ck# (Check number) VISA/MC MO (Money Order)	
Lobby/Intake	Photo, or No Photo	
Forms Reviewer	ID Number	

Form 604 Signature Requirements

This section provides guidance on the individual(s) who may act as an authorized signer of the Form 602.

Authorized Signer	Comments
Lobbyist	