

Lobbyist Registration before the Florida Legislature

All lobbyists before the Florida Legislature must register annually with the Lobbyist Registration Office on forms furnished by the Office.

A completed lobbyist registration form, a statement signed by the principal or principal's representative authorizing the lobbyist to represent the principal before the Legislature, and the annual fee (or letter of fee exemption for authorized employees of the executive and judicial branches) are required to register as a lobbyist. A separate registration and authorization must be submitted for each principal represented.

A registration form and authorization form follow. *Please be advised that a registration is not effective until all of the required items have been received in good order. Do not lobby until your registration is effective.*

The first lobbyist who registers to represent a principal is the "designated lobbyist" for that principal. However, the principal may change its designated lobbyist at any time in writing on forms furnished by the office. The designated lobbyist is responsible for reporting expenses made directly by the principal on the expenditure report.

Lobbyists are required by law to file semi-annual expenditure reports on February 14th and August 14th. Fines are up to \$5,000 for each late report. Lobbyists are required to maintain a current mailing address at all times with the Lobbyist Registration Office. Lobbyists who no longer represent a principal must promptly cancel their registration for that principal. Following these requirements will prevent late expenditure reporting fines.

A guide is available which contains frequently asked questions about registration and expenditure reporting and the applicable law and rules. Lobbyists are urged to read sections 11.044 - 11.062, Florida Statutes, and Joint Rule 1 prior to registration.

If we may be of further assistance, please do not hesitate to contact our office.

Authorization to Represent the Principal before the Florida Legislature

At the time of registration, a lobbyist must provide a statement signed by the principal or principal's representative that the lobbyist is authorized to represent that principal. Submit this *completed* authorization form with the registration form and fee.

Type or print clearly the principal represented and the lobbyist's name as they are stated on the registration form. If the names on the authorization form are different from the names on the registration form, the forms will be returned.

_____ hereby authorizes _____
(Principal represented) (Lobbyist's name)

to represent the Principal before the **Florida Legislature**.

Authorized Signature of Principal or Principal's Representative

Print Name

Print Title

Date

ATTACH TO YOUR REGISTRATION FORM AND FEE

A guide is provided to each registrant. Prior to registration, read sections 11.044 - 11.062, F. S. and Joint Rule One.

- Lobbyists must register annually prior to lobbying the Florida Legislature. Registrations are not effective until all of the required items have been received in good order.
- A separate Registration form is required to register for each principal represented. (A principal is the firm, corporation or other entity that has employed or retained a lobbyist.) Registration information must be stated under oath.
- A separate authorization form signed by the principal giving the lobbyist permission to represent the principal must be filed with each Registration form.
- The first lobbyist who registers is automatically the “designated lobbyist” for that principal. Principals may change the designated lobbyist at any time in writing.
- Each lobbyist must pay an annual \$50 registration fee for the *first* registration filed. Each additional registration for that lobbyist is only \$20. Make checks payable to the Florida Legislature. The registration fee must be submitted with the Registration and Authorization forms.
- State employees must submit a SAMAS voucher schedule with the Registration and Authorization forms if the fee is being paid by Journal Transfer. Forms filed without a SAMAS voucher schedule will be returned. Purchase orders are *not* accepted. Use the following benefiting codes to pay by JT: BF Org—11323255000; BF EO—11; BF Obj—001055; BF Cat—000100.
- Two employees of specified state agencies and the Judicial Branch are exempt from the registration fee, provided a fee exemption letter is submitted with the forms. The letter must be signed by the agency head. Forms filed without fee exemption letter will be returned. Refer to Joint Rule 1.3(2) for the fee exemptions.
- If applicable, state the name and the extent of any direct business association or partnership the lobbyist has with any member of the Legislature. If the lobbyist is *not* registering jointly for both the Senate and the House, then check the applicable chamber. The fee is \$25 per each house for a lobbyist’s first registration and \$10 for each additional registration for that lobbyist. Leave blank if not applicable.
- Registrations terminate on December 31, 2005, unless canceled by the lobbyist or principal.

IMPORTANT:

Lobbyists are required to maintain a current mailing address at all times with the Lobbyist Registration Office. Lobbyists who no longer represent a principal must promptly cancel their registration for that principal. Contact the office for the required forms.

Lobbyists are required by law to file semi-annual expenditure reports on February 14th and August 14th. Mark your calendars now. You may be fined up to \$5,000 for each late report.

Mail forms and fee to

Lobbyist Registration Office, 111 W. Madison St. Rm. G-68, Tallahassee, FL 32399-1425 (850) 922-4990