



City of Anaheim
OFFICE OF THE CITY CLERK

LOBBYIST FORM INSTRUCTIONS

(Registration/Amendment/Notice of Termination)

Filing the Initial Registration¹:

A lobbying firm/lobbyist shall register with the Office of the City Clerk within fifteen (15) calendar days of the date of receiving or becoming entitled to receive five hundred dollars (\$500) or more in a calendar month while lobbying the City of Anaheim or any regional agency in which Anaheim has a voting role.

1. **Initial Registration:** On page 1 of the form select “**Initial Registration**” and indicate the date qualified as a lobbyist.
2. **Section A – Lobbyist Information:** Complete with the individual lobbyist’s contact information.
3. **Section B – Client Information:** List all clients on whose behalf lobbying is being conducted. If additional entries are required, include additional copies of Section B of the form.
4. **Verification:** Print name, list name of your lobbying firm (if any), and the date. Sign by using the electronic signature option (red arrow on the top right of the signature box), or by printing the form and signing with a pen (black or blue ink).

Fee:

Lobbyists are required to submit a Registration fee of \$100.00. Fees are due with submission of the completed Lobbyist Registration form and are payable to the City of Anaheim by check, money order, or debit/credit card (visa or mastercard).

When to File an Amendment²:

File within ten (10) calendar days of adding/deleting lobbyists/clients, or modifying information.

1. **Amendment:** On page 1 of the form select “**Amendment**” and indicate the date of the amendment.
2. **Section A – Lobbyist Information:** Complete the individual lobbyist’s information. If the amendment is for the purpose of **modifying the Lobbyist contact information**, mark the corresponding box in Section A.
3. **Section B – Client Information:** Select the appropriate box to indicate if a client is being **added** to the Client

Registry, **deleted** from the Client Registry, or if the client information is being **modified**. If additional entries are required, include additional copies of Section B of the form.

4. **Verification:** Print name, list name of your lobbying firm (if any), and the date. Sign by using the electronic signature option (red arrow on the top right of the signature box), or by printing the form and signing with a pen (black or blue ink).

Termination of Lobbyist Registration³:

A Notice of Termination removes an individual lobbyist and all their clients from the City’s lobbyist registry. A new Lobbyist Registration Form shall be completed to participate in any future lobbying of the City of Anaheim or any regional agency in which Anaheim has a voting role. **A Quarterly Report of Activity must be submitted with the Notice of Termination, even if the termination occurs prior to the end of the quarter.**

1. **Termination:** On page 1 of the form select “**Termination**” and indicate the date of termination.
2. **Section A – Lobbyist Information:** complete the individual lobbyist’s information.
3. **Verification:** Print your name, list the name of your lobbying firm (if any), and the date. Sign by using the electronic signature option (red arrow on the top right of the signature box), or by printing the form and signing with a pen (black or blue ink).

Where to File:

(Mail, Email or Fax to:)

Mail: **Office of the City Clerk**
200 S. Anaheim Blvd., Suite 217
Anaheim, CA 92805

Email: **Theresa Bass, City Clerk**
tbass@anaheim.net

Fax: **(714) 765-4105**



City of Anaheim
OFFICE OF THE CITY CLERK

DATE STAMP

LOBBYIST FORM

(Registration/Amendment/Notice of Termination)

(SELECT ONE)	Initial Registration¹	Amendment²	Termination³
	Date Qualified as Lobbyist:	Date of Amendment:	Date of Termination:

LOBBYIST INFORMATION	Section A - Lobbyist Information		Check if Modifying Lobbyist Information²	
	Name of Lobbyist (Last, First, M.I.)		Name of Lobbying Firm (if applicable)	
	Business Email	Business Phone	Alternate Phone	
	Business Address	City	State	Zip Code

VERIFICATION	I certify that I have reviewed Ordinance No. 6417, made available on the City of Anaheim's website and reviewed all applicable lobbying provisions. I declare under penalty of perjury under the laws of the State of California that the information contained herein is true and accurate to the best of my knowledge. I further declare that I will file within ten (10) days an amendment if any changes occur or notice of termination if lobbyist activities cease.			
	Print Name of Lobbyist		Name of Lobbying Firm (if applicable)	
	Signature		Date	

Mail, Email or Fax to:

Mail: **Office of the City Clerk
200 S. Anaheim Blvd., Suite 217
Anaheim, CA 92805**

Email: **Theresa Bass, City Clerk (tbass@anaheim.net)**

Fax: **(714) 765-4105**

Office of the City Clerk · 200 S. Anaheim Blvd., Suite 217, Anaheim, CA 92805 · (714) 765-5166



LOBBYIST FORM
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This page may be duplicated
for additional entries

Section B - Client Information

(SELECT ONE)					
ADD	Add to Client Registry	Name of Client (Last, First)	Name of Business	Business Phone	
DELETE	Remove from Client Registry	Business Address	City	State	Zip Code
MODIFY	Update Client Information	Describe the legislative or administrative action(s) that the Lobbyist is seeking to influence on behalf of this client:			

(SELECT ONE)					
ADD	Add to Client Registry	Name of Client (Last, First)	Name of Business	Business Phone	
DELETE	Remove from Client Registry	Business Address	City	State	Zip Code
MODIFY	Update Client Information	Describe the legislative or administrative action(s) that the Lobbyist is seeking to influence on behalf of this client:			

(SELECT ONE)					
ADD	Add to Client Registry	Name of Client (Last, First)	Name of Business	Business Phone	
DELETE	Remove from Client Registry	Business Address	City	State	Zip Code
MODIFY	Update Client Information	Describe the legislative or administrative action(s) that the Lobbyist is seeking to influence on behalf of this client:			

(SELECT ONE)					
ADD	Add to Client Registry	Name of Client (Last, First)	Name of Business	Business Phone	
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MODIFY	Update Client Information	Describe the legislative or administrative action(s) that the Lobbyist is seeking to influence on behalf of this client:			