



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), sign and date.

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), sign and date.

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), sign and date.

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**



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DATE STAMP

LOBBYIST FORM
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(SELECT ONE)	<input type="checkbox"/> Initial Registration¹	<input type="checkbox"/> Amendment²	<input type="checkbox"/> Termination³ (as Lobbyist)
	Date Qualified as Lobbyist:	Date of Amendment:	Date of Termination:

LOBBYIST INFORMATION	Section A - Lobbyist Information		<input type="checkbox"/> 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	By my signature below, I certify that I have reviewed Section 1.11.070 (Lobbyist Registration, Reporting, and Regulation) of the Anaheim Municipal Code and declare under penalty of perjury under the laws of the State of California that the information contained herein is true and accurate. I understand that this form is subject to review and any knowing or intentional errors or omissions may be subject to criminal penalties.			
	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



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OFFICE OF THE CITY CLERK

Name _____

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

DELETE Remove from Client Registry

MODIFY Update Client Information

Name of Client (Last, First):		Name of Business:		
Business Address:		City:	State:	Zip Code:
Business Phone:		Date of Addition or Removal of Client:		

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

DELETE Remove from Client Registry

MODIFY Update Client Information

Name of Client (Last, First):		Name of Business:		
Business Address:		City:	State:	Zip Code:
Business Phone:		Date of Addition or Removal of Client:		

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

DELETE Remove from Client Registry

MODIFY Update Client Information

Name of Client (Last, First):		Name of Business:		
Business Address:		City:	State:	Zip Code:
Business Phone:		Date of Addition or Removal of Client:		

Describe the legislative or administrative action(s) that the Lobbyist is seeking to influence on behalf of this client: