



Date Stamp – City Use Only

Lobbyist Registration Form

Type or print in ink. File the original with the City Clerk.

Lobbyist to complete:

Name: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Email: _____

Check one: Individual: _____ Firm: _____

Client Information:

Name of Client for Whom You Are Lobbying: _____

Client Address: _____

Client Phone Number: _____

Description of Project(s), Legislation or Administrative Action for Which You are Lobbying:

Payment to City Official or Member of City Official's Family (payments include gifts, meals, fees, salaries and any other form or compensation or remuneration, but do not include campaign contributions):

Date of Payment: _____ Amount of Payment: _____

Description: _____

Please check if this is an: Initial Registration \$120.00 _____
 Annual or Renewal Registration \$60.00 _____
 Amendment \$50.00 _____

Please note that no person shall engage in any activity on behalf of a client as a lobbyist unless he or she has registered using this form and listed such clients with the City Clerk.

Annual Registration: Lobbyists are required to register on an annual basis between January 1st and January 31st of each year or upon initial employment if that occurs after the annual registration period. Should the initial employment occur after the annual registration period, the initial report must be filed with the City Clerk within fifteen (15) days of such initial employment. Registration shall be valid for one (1) year.

Semi-Annual Report: Lobbyists are required to file a semi-annual report between July 1st and July 31st of each year on a form provided by the City Clerk and made available on the City Clerk's webpage. The semi-annual report shall be posted on the City Clerk's webpage. The failure to file a semi-annual report with the required disclosures is subject to penalty.

Amendment: Any changes to the registration information after the annual registration period, including but not limited to the legislative or administrative action for the City of El Monte as to which the lobbyist has been engaged or the addition or loss of a client, shall require the filing of an amended registration with the City Clerk within fifteen (15) days of such changed information.

I, _____, have used all reasonable diligence in preparing this form and all attachments as required by El Monte Municipal Code Chapter 2.28. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____ **Name:** _____
(Print or Type Name)

Signature: _____

**City of El Monte
City Clerk's Office
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El Monte, CA 91731
Phone: 626-580-2016 • Fax 626-580-2274
Email: cityclerk@elmonteca.gov**