



**CITY OF SANTA MONICA  
LOBBYIST REGISTRATION FORM**

Mail or deliver completed forms and payment to:  
City Clerk, City of Santa Monica, 1685 Main Street, Room 102,  
Santa Monica, CA 90401. Faxes will not be accepted.  
Call (310) 458-8211 for questions.

For Official Use Only

**REGISTRATION \$40**

**RENEWAL \$25**

**AMENDMENT \$25**

**LOBBYIST INFORMATION**

Lobbyist/Lobbyist Firm:	Telephone Number:
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Business/Mailing Address:

Email Address:

Name of all Owners of Business (if business is sole proprietorship or partnership of less than 5 members):

1.	4.
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2.	5.
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3.	
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Names of Each Individual Lobbyist (use an extra page if necessary)

1.	4.
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2.	5.
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3.	6.
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Nature of Business:

**CLIENT INFORMATION**

Client Name, Address and Telephone Number:

Nature of Business:

Description of Governmental Decision:

Lobbyists:

Officials Contacted:

**CLIENT INFORMATION**

Client Name, Address and Telephone Number:

Nature of Business:

Description of Governmental Decision:

Lobbyists:

Officials Contacted:

Client Name, Address and Telephone Number:
Nature of Business:
Description of Governmental Decision:
Lobbyists:
Officials Contacted:

Client Name, Address and Telephone Number:
Nature of Business:
Description of Governmental Decision:
Lobbyists:
Officials Contacted:

FINANCIAL INFORMATION			
Date	Payment Amount	Description	Name and Title of Official

VERIFICATION	
I certify that I have reviewed the requirements of the provisions of the Santa Monica Municipal Code (Chapter 4.85), and have used reasonable diligence in completing this registration. I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge the information contained herein is true and complete.	
Name of Lobbyist:	Title:
Signature:	Date:

## **COMPLETING THE REGISTRATION FORM**

Santa Monica Municipal Code Chapter 4.85 requires lobbyists to register with the City Clerk, no later than ten days after qualifying as a Lobbyist. Any changes to the registration information must be reported within 10 days of the change. Registration is valid through June 30th and must be renewed annually.

A lobbyist is any individual who receives economic consideration as the employee, representative or contractor of a person or entity, other than the City of Santa Monica, for communicating with any official or employee of the City for the purpose of influencing a legislative or administrative action. "Lobbyist" does not include City contractors and those seeking City contracts through bids and proposals.

The lobbyist registration form is a fillable document which can be completed, printed and submitted to the City Clerk's Office along with the appropriate fees. To complete the form, please review the below instructions.

1. Check one:
  - a. **Registration:** First time registration as a Lobbyist or a registration that was terminated due to non-renewal. **(\$40)**
  - b. **Renewal:** Annual renewal between June 1-June 30. **(\$25)**
  - c. **Amendment:** Updating information previously provided. No fee will be charged for amendments to contact information. **(\$25)**
  
2. **Lobbyist Information:**
  - a. **Lobbyist/Lobbyist Firm** is the person or firm that will be lobbying on behalf of clients. This may be an individual or business.
  - b. **Telephone Number:** Lobbyist telephone number.
  - c. **Business Address:** Provide the business address, and mailing address if different for the lobbyist.
  - d. **Email Address:** Provide the email address of the lobbyist.
  - e. **Name of all Owners of Business:** Names of all owners of the business if the business is a sole proprietorship or partnership of less than five (5) members.
  - f. **Lobbyists:** Provide the name of each person employed or retained by the Lobbyist to engage in lobbying activities on each client's behalf.
  - g. **Nature of Business:** Briefly describe the nature of the lobbyist business entity or organization.
  
3. **Client Information:**
  - a. **Client Name, Address and Telephone Number:** Provide client contact information.
  - b. **Nature of Business:** Briefly describe the client's business.

- c. **Description of Governmental Decision:** Briefly describe the governmental decision that the lobbyist seeks to influence on each client's behalf.
  - d. **Lobbyists:** Names of the person who will be registered to lobby on behalf of clients. This may be an individual or business.
  - e. **Officials Contacted:** Provide the names of the Officials the Lobbyist has contacted on behalf of each client.
4. **Financial Information:** Report payments made to, or on behalf of any City Official or member of an official's family. Payments to be disclosed include gifts, meals, fees, salaries and any other forms of compensation or remuneration, but do not include campaign contributions.
5. **Verification:** The person completing the lobbyist registration document will certify that they have reviewed the provisions of the Santa Monica Municipal Code as it relates to Lobbyist Registration, and they have provided information that is true and complete, under penalty of perjury. Print and sign name and provide title and date of signature.
6. **Completing registration:** Registration form must be submitted to the City Clerk's Office located at 1685 Main Street, Room 102, Santa Monica, CA 90401. Payment made be made by Cash or Credit Card at the Cashier Window in City Hall located on the first floor.

Note: The Lobbyist Registration form is a public document. These documents will be provided to the public online approximately ten (10) business days after received by the City Clerk.