



CITY OF SANTA MONICA

LOBBYIST REGISTRATION ADDENDUM

Use Only For Addendums to Existing Client Information

Email or fax completed forms to:

City Clerk, City of Santa Monica at clerk@smgov.net or (310) 394-2962

Refer to instructions or call (310) 458-8211 for questions.

For Official Use Only (v.2)

ADDENDUM – No charge

LOBBYIST INFORMATION

Lobbyist/Lobbyist Firm:	Lobbyist File No.:
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Email Address:

Telephone Number:

ADDENDUM TO EXISTING CLIENT INFORMATION (use an extra page if necessary)

Previously Registered Client:

Description of Governmental Decision:

Names of Additional Registered Lobbyists:

Names of Additional Officials Contacted:

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Previously Registered Client:

Description of Governmental Decision:

Names of Additional Registered Lobbyists:

Names of Additional Officials Contacted:

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:
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Signature:	Date:
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COMPLETING THE ADDENDUM 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 City action. "Lobbyist" does not include City contractors and those seeking City contracts through bids and proposals. These regulations do not apply when lobbying at public meetings.

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

1. 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. **Email Address:** Provide the email address of the lobbyist.
- c. **Telephone Number:** Lobbyist telephone number.
- d. **Lobbyist File Number:** Provide file number issued by the City Clerk's Office.

2. Client Information:

- a. **Client Name:** Provide client name.
- b. **Description of Governmental Decision:** Briefly describe the governmental decision that the lobbyist seeks to influence on the client's behalf.
- c. **Additional Lobbyists:** Names of the additional person who are registered to lobby on behalf of clients. This may be an individual or business.
- d. **Additional Officials Contacted:** Provide the names of the additional Officials the Lobbyist has contacted on behalf of each client.

- 3. Verification:** The person completing the lobbyist addendum 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.

- 4. Completing registration:** Emailed or faxed to the City Clerk's Office at clerk@smgov.net or (310) 394-2962.

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.