



County of Los Angeles

IMPORTANT INFORMATION REGARDING YOUR LOBBYING FIRM REGISTRATION STATEMENT

FORM LOB 1

Chapter 2.160 of the
Los Angeles County Code

The **Lobbying Firm Registration Statement** is used for:

- Registration of a Lobbying Firm.
- Registration of an individual contract lobbyist (sole proprietor).

This form is **not** used to register lobbyists or lobbyist employers. This form should be used for the sole purpose of registering a lobbying firm.

DEADLINE FOR FILING INITIAL REGISTRATION:

Any business entity, including an individual contract lobbyist, that engages in lobbying activity on behalf of any other person or entity on a "substantial or regular" basis must register with the Executive Officer, Board of Supervisors within ten (10) days of qualifying as a lobbying firm/individual contract lobbyist. (See Sections 2.160.020 and 2.160.030 of the Los Angeles County Code.)

REGISTRATION REQUIREMENTS:

Attach to the **Lobbying Firm Registration Statement** (Form LOB 1) the following:

- **A Lobbyist Certification Statement** (Form LOB 4) completed by each owner, partner, officer, or employee of your lobbying firm who qualifies as a lobbyist. A photograph (head and shoulders only) of the lobbyist must be attached to the Form LOB 4.
- A \$450 registration fee, made payable to the County of Los Angeles, is required for each qualifying lobbyist who is submitting a Lobbyist Certification Statement (Form LOB 4) if registration is filed between January 1st and September 30th. If registration is filed between October 1st and December 31st, the cost of registration is \$337.
- A Lobbying Activity Authorization (Form LOB 2) completed by each lobbyist employer with which your firm contracts.

Each county lobbying firm shall be required to renew their registration on an annual basis, on or before the 10th day of January of every year. Although there is **no fee associated with renewing your firm's annual registration**, you will be required to submit **\$450.00** per each registration renewal of any owner, partner, officer or employee of your lobbying firm who qualifies as a lobbyist. **Note: Form LOB 1 cannot be used to renew your firm's annual registration.** An annual renewal registration form or access to the Los Angeles County Electronic Lobbyist Filing System (ELFS) will be provided to you.

ACCEPTABLE METHODS OF REGISTERING:

A registration is deemed acceptable if received through a confirmed submittal utilizing ELFS or, if filed by paper copy, is originally signed by the registrant and submitted to the Executive Officer of the Board of Supervisors via U.S. Mail, guaranteed overnight delivery service, or by another method of transmission which has been expressly approved and authorized by the Executive Officer. A registration is not acceptable if it is filed with the Executive Officer via fax equipment or any method not expressly approved and authorized by the Executive Officer.

ELECTRONIC FILING

Registration for a lobbying firm can be completed electronically utilizing the Los Angeles County Electronic Lobbyist Filing System. Electronic submittals will be considered timely if filed by 11:59 p.m. pacific standard time on the due date. You may visit this website: <https://lobbying.lacounty.gov/home.aspx> to access the online lobbyist system. Please note: if you choose to file electronically, you ***do not*** need to submit a paper copy of your registration.

QUARTERLY REPORTING:

Lobbyists, lobbying firms, and lobbyist employers must disclose lobbying activity for each calendar quarter during which a qualified lobbyist is registered. As a courtesy, an electronic notice of your obligation to file a quarterly activity report will be sent to you via email at least three weeks in advance of the filing deadline. Please ensure that you provide, on this registration document, an email address which incorporates your name or clearly demonstrates that you are the person affiliated with the first part of the email address.

AMENDMENT OF A LOBBYING FIRM REGISTRATION STATEMENT:

If any change occurs in the information contained in this **Lobbying Firm Registration Statement** (Form LOB 1), it must be indicated on an **AMENDMENT TO REGISTRATION STATEMENT** (Form LOB 5) or via the Los Angeles County Electronic Lobbyist Filing System:

- **Prior** to attempting to influence any official action of the County of Los Angeles on behalf of a client when adding a new client; or
- Within ten (10) days of any other change (e.g., deleting a client, adding a lobbyist, changing your firm's address...)

VERIFICATION:

The **Lobbying Firm Registration Statement** (Form LOB 1) must be acknowledged through ELFS or, if submitted on paper, signed by the **Responsible Officer** of the firm. For all future filings, in the event that the Responsible Officer listed on this registration statement is not available, the signature of an Alternate Responsible Officer, attorney or certified public accountant on behalf of the firm will be accepted.

The Responsible Officer and the Alternate Responsible Officer should each review and sign a Statement of Responsible Officer (Part C and Part D of this form) and submit it along with the initial registration.

THIS FORM REQUIRES AN ORIGINAL SIGNATURE AND MUST BE FILED WITH THE:

Executive Officer of the Board of Supervisors
COI/Lobbyist Division
Kenneth Hahn Hall of Administration
500 W. Temple Street, Room 383
Los Angeles, California 90012
(213) 974-1093

INTERNET ACCESS

The Los Angeles County Lobbyist Ordinance, Rules, Operational Procedures, registration/reporting forms and information on registrants and their quarterly activity reports are accessible at:

<http://bos.lacounty.gov/Services/ConflictofInterestLobbyist/LobbyistInformation.aspx>



**COUNTY OF LOS ANGELES
Lobbying Firm Registration Statement
Form LOB 1**

OFFICIAL USE ONLY

Enter Date Qualified As Lobbying Firm

Lobbying Firm/Individual Lobbyist Name: _____

Business Address: _____

c/o (if applicable): _____

City: _____ **State:** _____ **Zip Code:** _____

Area Code & Telephone Number: _____ **Extension:** _____

Area Code & Fax Number: _____

ELECTRONIC NOTIFICATION OF QUARTERLY REPORTS

Registered Lobbying Firms and their Lobbyists are required to file quarterly lobbying activity reports. As a courtesy, at least three weeks prior to the filing deadline, the Executive Office of the Board of Supervisors will notify you via email. The email notice to file will be sent to the email address you provide. It will be your responsibility to notify our office of any change to your email address.

RESPONSIBLE OFFICER AND ALTERNATE RESPONSIBLE OFFICER:

Name of Responsible Officer: _____

Primary E-Mail Address: _____

Name of Alternate Responsible Officer: _____

Alternate E-Mail Address: _____

Part (A) Individual Lobbyists:

- List the full name of each partner, owner, officer or employee who is a lobbyist.
- Do not list any individual who is separately registered as a lobbying firm or who is employed by a lobbying firm with which you subcontract.
- For each lobbyist listed you must submit a signed **Lobbyist Certification Statement (Form LOB 4)** along with the appropriate registration fee.

Name of Lobbyist: _____ Name of Lobbyist: _____

Name of Lobbyist: _____ Name of Lobbyist: _____

**County of Los Angeles
Lobbying Firm
Registration Statement
Form LOB 1**

Lobbying Firm Name: _____

Part (B) Lobbyist Employers/Clients

- Report each client with whom your firm has a direct contract to provide lobbying services.
- For every client listed below, a signed Lobbying Activity Authorization (Form LOB 2) must be submitted either via paper or your client may provide authorization through ELFS.

Employer/Client Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

1. **INDIVIDUAL** **BUSINESS ENTITY**
(Complete description below)

Description of Business Activity

2. **INDUSTRY, TRADE OR PROFESSIONAL ASSOCIATION**
(Complete description below)

Description of Industry, Trade or Professional Association

Specific description of any portion or faction of the industry, trade or profession which the association exclusively or primarily represents:

Number of members in association (*check appropriate box*)

- Less Than 50 (Attach List of Members) More Than 50

3. **OTHER**

(Complete description below)

Statement of Nature and Purpose:

Description of any trade or profession or other group with a common economic interest which is principally represented or from which membership or financial support is principally derived.

**County of Los Angeles
Lobbying Firm
Registration Statement
Form LOB 1**

Lobbying Firm Name: _____

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Employer/Client Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

1. **INDIVIDUAL** **BUSINESS ENTITY**
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Description of Business Activity

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Number of members in association (*check appropriate box*)

- Less Than 50 (Attach List of Members) More Than 50

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(Complete description below)

Statement of Nature and Purpose:

Description of any trade or profession or other group with a common economic interest which is principally represented or from which membership or financial support is principally derived.

County of Los Angeles
Lobbying Firm
Registration Statement
Form LOB 1

Lobbying Firm Name: _____

Part (B) Lobbyist Employers/Clients

- Report each client with whom your firm has a direct contract to provide lobbying services.
- For every client listed below, a signed Lobbying Activity Authorization (Form LOB 2) must be submitted either via paper or your client may provide authorization through ELFS.

Employer/Client Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

1. **INDIVIDUAL** **BUSINESS ENTITY**

(Complete description below)

Description of Business Activity

2. **INDUSTRY, TRADE OR PROFESSIONAL ASSOCIATION**

(Complete description below)

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Specific description of any portion or faction of the industry, trade or profession which the association exclusively or primarily represents:

Number of members in association (*check appropriate box*)

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(Complete description below)

Statement of Nature and Purpose:

Description of any trade or profession or other group with a common economic interest which is principally represented or from which membership or financial support is principally derived.

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Lobbying Firm
Registration Statement
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Part (C) Statement of Responsible Officer

I am the person responsible for filing statements and reports and keeping records required by Los Angeles County Code Chapter 2.160 on behalf of the firm:

I have read and understand the prohibitions contained in Sections 2.160.120, 2.160.130 and 2.190.130.

2.160.120 GIFT PROHIBITION. No county lobbyist or county lobbying firm shall make to a county official and no county official shall knowingly receive from a registered county lobbyist or registered county lobbying firm a gift or gifts aggregating more than fifty dollars (\$50) in any calendar month. No county lobbyist or county lobbying firm shall act as an agent or intermediary in the making of any such gift or arrange for the making of any such gift by any other person.

2.160.130 GENERAL PROHIBITIONS. No county lobbyist or county lobbying firm shall do any of the following:

(A) Do anything with the purpose of placing any county official under personal obligation to the county lobbyist, the county lobbying firm, or the employer of the county lobbyist or county lobbying firm;

(B) Deceive or attempt to deceive any county official with regard to any material fact pertinent to any pending or proposed official action;

(C) Cause or influence the introduction of any matter for consideration by the county as official action for the purpose of thereafter being employed to influence the occurrence or non-occurrence of such official action;

(D) Attempt to create a fictitious appearance of public favor or disfavor of any proposed official action or to cause any communication to be sent to any county official in the name of any fictitious person or in the name of any real person without the consent of such real person;

(E) Represent, either directly or indirectly, that the county lobbyist or county lobbying firm can control the official action of any county official;

(F) Accept or agree to accept any payment in any way contingent upon success by the county lobbyist or county lobbying firm in influencing official action.

(G) No person or firm who is registered under this chapter as a county lobbyist or county lobbying firm or who has been so registered at any time in the previous 12 months shall make any contribution to any county official or candidate for county office consistent with chapter 2.190 of this code. (Ord. 2006-0001 § 3, 2006: Ord. 93-0031 § 2 (part), 1993.)

2.190.130 LOBBYIST CONTRIBUTIONS. No county official or candidate for county office shall solicit or accept any contribution to his or her campaign for county office or to his or her officeholder account or attorney's fees fund from any person or firm who is registered under Chapter 2.160 as a county lobbyist or county lobbying firm or who has been so registered at any time in the previous 12 months. No person or firm who is registered under Chapter 2.160 as a county lobbyist or county lobbying firm or who has been so registered at any time in the previous 12 months shall make any contribution to any county official or candidate for county office. (Ord. 2006-0001 § 5, 2006: Ord. 96-0041 § 1 (part), 1996.)

VERIFICATION

I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and to the best of my knowledge the information contained herein is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Executed:

City:

State:

Name of Responsible Officer _____

Signature of Responsible Officer _____

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Part (D) Statement of Alternate Responsible Officer

I am the alternate person responsible for filing statements and reports and keeping records required by Los Angeles County Code Chapter 2.160 on behalf of the firm:

I have read and understand the prohibitions contained in Sections 2.160.120, 2.160.130 and 2.190.130.

2.160.120 GIFT PROHIBITION. No county lobbyist or county lobbying firm shall make to a county official and no county official shall knowingly receive from a registered county lobbyist or registered county lobbying firm a gift or gifts aggregating more than fifty dollars (\$50) in any calendar month. No county lobbyist or county lobbying firm shall act as an agent or intermediary in the making of any such gift or arrange for the making of any such gift by any other person.

2.160.130 GENERAL PROHIBITIONS. No county lobbyist or county lobbying firm shall do any of the following:

(A) Do anything with the purpose of placing any county official under personal obligation to the county lobbyist, the county lobbying firm, or the employer of the county lobbyist or county lobbying firm;

(B) Deceive or attempt to deceive any county official with regard to any material fact pertinent to any pending or proposed official action;

(C) Cause or influence the introduction of any matter for consideration by the county as official action for the purpose of thereafter being employed to influence the occurrence or non-occurrence of such official action;

(D) Attempt to create a fictitious appearance of public favor or disfavor of any proposed official action or to cause any communication to be sent to any county official in the name of any fictitious person or in the name of any real person without the consent of such real person;

(E) Represent, either directly or indirectly, that the county lobbyist or county lobbying firm can control the official action of any county official;

(F) Accept or agree to accept any payment in any way contingent upon success by the county lobbyist or county lobbying firm in influencing official action.

(G) No person or firm who is registered under this chapter as a county lobbyist or county lobbying firm or who has been so registered at any time in the previous 12 months shall make any contribution to any county official or candidate for county office consistent with chapter 2.190 of this code. (Ord. 2006-0001 § 3, 2006: Ord. 93-0031 § 2 (part), 1993.)

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VERIFICATION

I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and to the best of my knowledge the information contained herein is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Executed: City: _____ State: _____

Name of Alternate Responsible Officer _____

Signature of Alternate Responsible Officer _____