

## The “Lobbyist Certification Statement” is used for:

- Initial certification of an individual who qualifies as a lobbyist, including an individual contract lobbyist. (Commission Regulation 2 Cal. Code of Regs. Section 18239.)
- Renewal of lobbyist certification.

## Certification Requirements:

Lobbyists are required to complete Form 604 (Lobbyist Certification Statement) and provide a recent photograph (head and shoulders only).

- The Form 604 must be filed with the Secretary of State **as an attachment to when** one of the following **is filed**:

- your lobbying firm’s registration, Form 601, or
- your lobbyist employer/coalition registration, Form 603, or
- your firm’s or employer’s Amendment to Registration, Form 605.

## Renewing a Registration:

- Submit a \$100 registration fee (\$50 per year).

## New Registration:

- The registration fee is \$50 per year and when registering in the first year of the two-year session a payment of \$100 is required.
- Lobbyists are required to attend an ethics orientation course conducted by the Legislature. The Legislature will notify lobbyists of course dates, and will provide a certificate of completion of the course. If the course has not been completed within the previous 12 months:

- New lobbyists must take the course within 12 months after qualifying as a lobbyist.
- Lobbyists renewing their certifications must take the course by June 30 of the following year.

The lobbyist certification is conditional until the course is taken. Failure to take the course at the times specified will void a conditional certification. Once voided, an individual is prohibited from acting as a lobbyist until he/she has completed the course and filed an amended lobbyist certification statement indicating the date the course was taken.

-- Lobbyists who have filed a conditional certification statement must file an amended Form 604 within 20 days following completion of the course. Indicate the date you completed the course and file with the Secretary of State.

## Where to File:

Section 86100 requires a registration statement to be filed online or electronically with the Secretary of State ([www.sos.ca.gov](http://www.sos.ca.gov)). ~~and the original and one copy in paper format with:~~

Secretary of State  
Political Reform Division 1500  
11th Street  
P.O. Box 1467  
Sacramento, CA 95812-1467  
([www.sos.ca.gov](http://www.sos.ca.gov))

--Registration fees required by Section 86102 shall be paid online at the time a lobbyist certification is submitted for registration to be active.

-- Do not ~~file attach~~ your certificate of course completion. Maintain this certificate in your records.

A lobbyist *may* list the agencies he/she lobbies on Form 604. (If more space is needed, ~~include an attachment~~ use the continuation sheet.) If none are listed, the lobbyist will be registered to lobby all agencies identified on the Lobbyist Employer or Lobbying Firm Registration Statement and all subsequent amendments.

- Lobbyists are subject to certain restrictions outlined on the reverse of Form 604.

## Filing Deadlines:

### New Lobbyists:

Within 10 days of qualifying as a lobbyist.

### Lobbyists Renewing Certification:

Between November 1 and December 31 of each even-numbered year.

## Amendment to Certification:

Within 20 days of any change to the information contained on the Form 604 (e.g., change of employer or firm) an amended Form 604 must be filed with the Secretary of State **along with as an attachment to** your employer’s or firm’s completed Form 605 (Amendment to Registration).

# Lobbyist Certification

## Statement

(Government Code Section 86103)

Legislative Session

(Insert Years)

cali For Nia **604**  
Form  
Fair Political Practices comm.

For Official Use Only

Type or Print in Ink

Check Box if an Amendment

Page \_\_\_\_\_ of \_\_\_\_\_

NAME OF LOBBYIST: (Last) _____ (First) _____ (M.I.) _____	If this is an Initial Certification, enter the DATE QUALIFIED as a Lobbyist:
BUSINESS ADDRESS: (Number and Street) _____ (City) _____ (State) _____ (Zip Code) _____	TELEPHONE NUMBER: _____ ( ) _____
MAILING ADDRESS: (If different than above) _____	FAX NUMBER: (Optional) _____ ( ) _____
NAME OF LOBBYIST EMPLOYER OR LOBBYING FIRM: _____	E-MAIL: _____

### I. LOBBYIST ETHICS ORIENTATION COURSE

Check one box:

- I have not taken the course within the previous 12 months. I will attend the course (*check one*):
- New Certification – Within the next 12 months
  - Renewal – By June 30 of the next calendar year
- I completed the course on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Mo./Day/Year)

### II. AGENCIES LOBBIED

Check one box:

- I will lobby the agencies identified on the Lobbyist Employer or Lobbying Firm Registration Statement (Form 601/603) and subsequent amendments.
- I will *only* lobby the agencies identified below:
- Will you lobby the State Legislature?      State Agencies: \_\_\_\_\_  
 Yes       No
- If more space is needed, check box and use continuation sheet at the end of the form.

### III. LOBBYIST RESTRICTIONS

By signing the verification below:

I certify that I have read and understand that I am subject to the prohibitions on gifts contained in Government Code Sections 86203 and 86205. (Provided on reverse.)

I certify that I have read and understand that I am subject to the prohibitions contained in Government Code Section 86205.

### 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 in it is true and complete.

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

Executed on \_\_\_\_\_  
DATE

By \_\_\_\_\_  
SIGNATURE OF LOBBYIST

## Additional Information

Refer to the *Lobbying Disclosure Information Manual* for additional information and information required to be provided to you pursuant to the Information Practices Act of 1977.

Government Code sections which restrict a lobbyist's ability to make gifts to certain public officials are provided below.

## Government Code Section 86203:

It shall be unlawful for a lobbyist, or a lobbying firm, to make gifts to one person aggregating more than ten dollars (\$10) in a calendar month, or to act as an agent or intermediary in the making of any gift, or to arrange for the making of any gift by any other person.

“Gift” as used in Section 86203 means a gift made directly or indirectly to any state candidate, elected state officer, or legislative official, or to an agency official of any agency required to be listed on the registration statement of the lobbying firm or the lobbyist employer of the lobbyist.

Lobbyists and lobbying firms are subject to the gift limit in Section 86203 for the earlier of six months after either: (1) the filing of a notice of termination; or (2) the close of a regular session of the Legislature if the lobbyist or lobbying firm ceased all activity that required certification or registration when the session closed.

## Government Code Section 86205:

No lobbyist or lobbying firm shall:

- (a) Do anything with the purpose of placing any elected state officer, legislative official, agency official, or state candidate under personal obligation to the lobbyist, the lobbying firm, or the lobbyist's or the firm's employer.
- (b) Deceive or attempt to deceive any elected state officer, legislative official, agency official, or state candidate with regard to any material fact pertinent to any pending or proposed legislative or administrative action.
- (c) Deceive or attempt to deceive any elected state officer, legislative official, agency official, or state candidate with regard to any material fact pertinent to any pending or proposed legislative or administrative action.
- (d) Cause or influence the introduction of any bill or amendment thereto for the purpose of thereafter being employed to secure its passage or defeat.
- (e) Attempt to create a fictitious appearance of public favor or disfavor of any proposed legislative or administrative action or to cause any communication to be sent to any elected state officer, legislative official, agency official, or state candidate in the name of any fictitious person or in the name of any real person, except with the consent of such real person.
- (f) Represent falsely, either directly or indirectly, that the lobbyist or the lobbying firm can control the official action of any elected state officer, legislative official, or agency official.
- (g) Accept or agree to accept any payment in any way contingent upon the defeat, enactment, or outcome of any proposed legislative or administrative action.

