

# Amendment to Registration Lobbying Firm, Lobbyist Employer, Lobbying Coalition

An “Amendment to Registration” is used for reporting changes to information contained in:

- Form 601 (Lobbying Firm Registration Statement)
- Form 603 (Lobbyist Employer/Lobbying Coalition Registration Statement)
- Form 604 (Lobbyist Certification Statement)

## Deadline for Filing:

- A lobbying firm adding a new client must file Form 605 prior to attempting to influence legislative or administrative action on behalf of that client.
- Within 20 days of the effective date of any other change.

Section 86100 requires a registration statement to be filed online or electronically 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

Explanations of how to report common registration amendments are provided below:

## Adding a Lobbyist:

Attach a completed Form 604 (Lobbyist Certification Statement) and a recent photograph (head and shoulders only) of the lobbyist. A photograph is not necessary if one is already on file for the current legislative session.

**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.

## Deleting a Lobbyist:

If a lobbyist is ceasing activities as a lobbyist, attach a Form 606 (Statement of Termination) signed by the lobbyist. If a lobbyist will no longer be employed by

you, but is continuing activities as a lobbyist on behalf of others, no attachments are necessary. However, it is recommended that you attach a Form 606 for any lobbyist who will not be reregistered with another lobbying firm or lobbyist employer within 20 days.

## Lobbying Firm Adding a New Client or Employer:

Attach Form 602 (Authorization Statement) signed by an appropriate representative of the client. A lobbying firm that is adding a client through a subcontract with another lobbying firm must attach a Form 602 signed by a representative of the subcontracting lobbying firm. Note the filing deadline.

## Lobbying Firm Deleting a Client or Employer:

No attachment is necessary.

## Lobbyist Employer Deleting a Lobbying Firm:

When a registered lobbyist employer terminates a contract with a lobbying firm, a Form 605 must be filed by the registered lobbyist employer and the lobbying firm.

When a lobbyist employer that is not registered (i.e., has no in-house lobbyist) terminates a contract with a lobbying firm, a Form 605 is only required to be filed by the lobbying firm. The lobbyist employer is not required to file a Form 605.

## A Change in a Lobbying Firm’s Designated Responsible Officer:

Attach Part III of Form 601 (Lobbying Firm Registration Statement) containing the required information for the new responsible officer and his/her signature.

## Other (Miscellaneous):

- Change of address
- Change of name (company merge)
- Lobby another agency

# Amendment to Registration Statement

(Government Code Section 86107)

Legislative Session  <hr/> (Insert Years)	<b>CALIFORNIA FORM 605</b> FAIR POLITICAL PRACTICES COMM.
	For Official Use Only

### Check the applicable box:

- LOBBYING FIRM REGISTRATION
- LOBBYIST EMPLOYER REGISTRATION
- LOBBYING COALITION REGISTRATION

### Type or Print in Ink

NAME OF FILER: \_\_\_\_\_

ADDRESS (Number and Street) _____	(City) _____	(State) _____	(Zip) _____	TELEPHONE NUMBER: _____ ( ) _____
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### I Description of Changes (See instructions on cover sheet and examples on the back of this page.)

Check appropriate box(es)

Adding Lobbyist

\_\_\_\_\_  
Name of Lobbyist                      Effective Date  
Attach Form 604

Lobbying Firm Deleting Lobbyist Employer

\_\_\_\_\_  
Name of Employer                      Effective Date  
No attachment required

Lobbying Firm Adding Lobbyist Employer  
(Including Subcontract Clients)

\_\_\_\_\_  
Name of Lobbyist Employer              Effective Date  
Complete Part II and Attach Form 602

Registered Lobbyist Employer Deleting Lobbying Firm

\_\_\_\_\_  
Name of Firm                      Effective Date  
No attachment required

Registered Lobbyist Employer Adding Lobbying Firm

\_\_\_\_\_  
Name of Lobbying Firm                      Effective Date  
No attachment required

Deleting Lobbyist

Check one              Name of Lobbyist                      Effective Date  
 Form 606 is attached as the lobbyist is ceasing activities as a lobbyist.

Other - Describe in detail and provide attachments as required.

\_\_\_\_\_  
Effective Date

Form 606 is NOT attached as the lobbyist is no longer employed by the filer but will lobby on behalf of others.  
(Gov. Code Section 86107 requires the lobbyist and the new employer to file the appropriate forms within 20 days.)

## 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 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 RESPONSIBLE OFFICER

Name of Responsible Officer \_\_\_\_\_ Title \_\_\_\_\_  
TYPE OR PRINT

# Instructions to Amendment to Registration Statement

## 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.

## I Description of Changes

Indicate whether you are adding, deleting or changing information contained on your registration statement. (See examples below.)

### *Adding/Deleting a Lobbyist:*

Jane Smith is the lobbyist for ABC Company. Ms. Smith is ceasing her activities as a lobbyist and moving to another state. ABC Company has employed a new lobbyist, Joe Jones. ABC Company must complete the Form 605, Amendment to Registration, and must attach a Form 606, Statement of Termination, completed by Jane Smith and a Form 604, Lobbyist Certification Statement, completed by Joe Jones. ABC Company must also submit a \$50 annual registration fee (\$100 if registering for the two-year session) for Jones, and Jones must provide a recent photograph of himself, which is also attached.

### *Adding a Client:*

XYZ Lobbying Firm has been retained by a new client, Smith Manufacturing Company. Prior to attempting to influence legislative or administrative action on behalf of Smith, the firm must amend its registration by filing the Form 605, Amendment to Registration, and attach a Form 602, Lobbying Firm Activity Authorization, signed by a responsible officer of Smith Manufacturing Company.

### *Subcontracting:*

Smith and Smith Lobbying Firm decides to subcontract one of its clients to the Jones and Jones Lobbying Firm. Jones and Jones Lobbying Firm must complete a Form 605, Amendment to Registration. In Part I check the box indicating addition of a new lobbyist employer. Complete Part II, Section B. Attach a Form 602, Lobbying Firm Activity Authorization, completed and signed by a responsible officer of Smith and Smith Lobbying Firm.

# Amendment to Registration Statement

(Government Code Section 86107)

Type or Print in Ink

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NAME OF FILER:

## II Adding A Lobbyist Employer

- Complete *Section A* when adding a lobbyist employer that is a direct client of the lobbying firm.
- Complete *Section B* if the client is subcontracted by another lobbying firm.
- Attach a completed Form 602.

### SECTION A

Name of Lobbyist Employer

Business Address: (Number and Street) (City) (State) (Zip)

Agencies to be Lobbied	Description of Lobbying Interests	Period of Contract
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Name of Lobbyist Employer

Business Address: (Number and Street) (City) (State) (Zip)

Agencies to be Lobbied	Description of Lobbying Interests	Period of Contract
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### SECTION B

Name of Subcontracting Lobbying Firm

Business Address: (Number and Street) (City) (State) (Zip)

Name of Client on Whose Behalf Lobbying Will Occur:

Address and Telephone Number of Client on Whose Behalf Lobbying Will Occur:

Agencies to be Lobbied

Description of Client's Lobbying Interests	Period of Contract
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