

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF CAMPAIGN FINANCE  
WASHINGTON, D.C. 20009**

Year \_\_\_\_\_

☐ ORIGINAL

☐ AMENDMENT

**LOBBYIST REGISTRATION FORM  
(See reverse side for Instructions)**

**Filing Fee Enclosed**  
☐ Profit / \$250.00  
☐ Non-Profit / \$50.00

1. (a) Registrant's Name \_\_\_\_\_ (b) Daytime Phone Number \_\_\_\_\_

(c) Permanent Address \_\_\_\_\_  
(Street Address) (City, State, Zip Code)

(d) Temporary Address (while lobbying) \_\_\_\_\_  
(Street Address) (City, State, Zip Code)

(e) E-Mail Address \_\_\_\_\_

2. Lobbyist(s) Working for Registrant: List the full name of each in-house person employed and each individual retained by you to lobby on your behalf. If you do not employ an in-house person or retain an individual to lobby, state non-applicable.

(a) Name \_\_\_\_\_ (b) Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_  
(Street Address) (Street Address)

\_\_\_\_\_ (City, State, Zip Code) \_\_\_\_\_ (City, State, Zip Code)

☐ Daytime Phone Number \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_  
☐ If more space is needed, check box and attach OCF Supplemental Sheet.

3. Person Compensating Registrant: List the full name of each client with whom you have a contract to provide lobbying services. If you do not contract to provide lobbying services, state non-applicable.

(a) Name \_\_\_\_\_ (b) Daytime Phone Number \_\_\_\_\_

(c) Address \_\_\_\_\_  
(Street Address) (City, State, Zip Code)

(d) Nature of Business \_\_\_\_\_

4. Terms of Compensation: (a) \_\_\_\_\_ (b) \_\_\_\_\_  
(Salary) (Duration of Employment)

☐ If more space is needed, check box and attach OCF Supplemental Sheet.

5. Identify each matter by subject and formal designation on which the lobbyist/registrant expects to lobby. Attach an OCF Supplemental Sheet if additional space is needed.

I, the undersigned, declare under oath and on penalty of perjury that the statements contained in this Lobbyist Registration Form are, to the best of my knowledge, true, correct, and complete.

\_\_\_\_\_  
**Signature of Registrant (or, if not an individual, an authorized officer or agent\* of registrant must sign)**

**\*The lobbyist retained by contract to provide lobbying services may not sign on behalf of the compensating registrant.**

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

## GENERAL INSTRUCTIONS

### WHO MUST FILE

A person must register as a lobbyist before the District Government whenever the person receives compensation or expends funds in an amount of \$250 or more in any three consecutive calendar month period for lobbying. The registrant is the person who actually engages in lobbying before the District Government and the registrant is the person who actually employs, retains, and compensates the person who actually engages in lobbying before the District Government. A person who receives compensation from more than one source in any three consecutive calendar month period for lobbying must register if the aggregate amount is \$250 or more. Each law firm, association or business entity employed to lobby must register in the name of the respective entity; provided that a partner, member or employee who performs lobbying duties, under 3 DCMR §3100.1 (March 2007, as amended) must be listed as a lobbyist. Each individual, association or business entity which directly employs a person in-house or retains a lobbying firm to lobby on its behalf, the compensating registrant, must register in the name of the respective entity; provided, that the retained lobbyist or lobbying employee must be listed as a lobbyist on the Lobbyist Registration Form, under §3100.7.

### WHAT TO FILE

A registrant must file the "Lobbyist Registration Form" with the Office of Campaign Finance on or before January 15th of each year or not later than fifteen (15) days after becoming a lobbyist, and file a **registration fee of \$250.00**. The registration fee for lobbyists who lobby solely for nonprofit organizations is **\$50.00**. A registrant must file a separate "Lobbyist Registration Form" and registration fee for each person from whom compensation is received or expended. Failure to do so will result in the imposition of a civil penalty. Checks should be made payable to the D.C. Treasurer.

### WHEN TO FILE

A registrant must file the "Lobbyist Registration Form" with the Office of Campaign Finance on or before January 15th of each year, or not later than fifteen (15) days after becoming a lobbyist. A registrant must file a **separate** "Lobbyist Registration Form" for each person from whom compensation is received. The "Lobbyist Registration Form" is timely filed upon delivery to the Office of Campaign Finance by 5:30 p.m. of the prescribed filing date. All Reports and statements sent to the Office of Campaign Finance by mail must be received by 5:30 p.m. on the prescribed filing date to be timely filed.

### WHERE TO FILE

The "Lobbyist Registration Form" must be filed at or mailed to the Office of Campaign Finance, Frank D. Reeves Municipal Building, 2000 14th Street, NW, Suite 433, Washington, D.C. 20009.

## OVERVIEW OF LOBBYING

D.C. Official Code § 1-1101.01(8) (2001 Edition) defines "person" to mean an individual, partnership, committee, corporation, labor organization, and any other organization.

The term "registrant", pursuant to D.C. Official Code §1-1105.01(12), means a person who is required to register as a lobbyist under the provisions of D.C. Official Code §1-1105.02.

D.C. Official Code § 1-1105.01 (7) (A), defines "lobbying" to mean "communicating directly with any official in the legislative or executive branch of the District of Columbia Government with the purpose of influencing any legislative action or administrative decision."

The term "lobbying", pursuant to D.C. Official Code § 1-1105.01 (7) (B), does not include: (1) the appearance or presentation of written testimony by a person in his own behalf, or representation by an attorney on behalf of any such person in a rule-making (which includes a formal hearing) rate-making, or adjudicatory hearing before an executive agency or the Tax Assessor; (2) information supplied in response to written inquiries by an executive agency or the Council of the District of Columbia or any public official; (3) inquiries concerning only the status of specific actions by an executive agency or the Council of the District of Columbia; (4) testimony given before a Committee of the Council of the District of Columbia or the Council of the District of Columbia, during which a public record is made of such proceedings or testimony submitted for inclusion in such a public record; (5) a communication made through the instrumentality of a newspaper, television or radio of general circulation; and (6) communication by a bona fide political party as defined in D.C. Official Code § 1-1101.01(10).

The term "legislative action", pursuant to D.C. Official Code § 1-1105.01(6), means any activity conducted by an official in the legislative branch in the normal course of carrying out his/her duties as such an official, and relating to the introduction, passage or defeat of any legislation in the Council.

The term "administrative decision", pursuant to D.C. Official Code § 1-1101.01(1), means any activity directly related to action by an executive agency to issue a Mayor's Order, to undertake a rule making proceeding (which does not include a formal public hearing) under the District of Columbia Administrative Procedure Act, or to propose legislation or make nominations to the Council, the President, or Congress.