Signature Authorization

For the license cycle beginning in 2015

Lobbyist Name: _____

Lobbyist phone: _____

Renewing Lobbyists	New Lobbyists
1. Submit this form (email or fax) **2.** Log on and update your contact information under "Account Management" **3.** Update your client (principal) information Under "manage folder" **4.** Pay your fee (payment link is found in your "To Do" list when you log on) **5.** Take the training (the training link appears in your "To Do" list after you pay). Your license becomes effective when you complete the training. **6.** Pick up your name badge AFTER you complete the training	**1.** Submit this form (email or fax) **2.** Create a **Username and Password** at lobbyist.utah.gov. This step is not your registration; it simply gives you access to the online system. **3.** Click **CREATE ENTITY** to finish your profile. This is where you create your registration. **4.** Pay your fee (payment link is found in your "To Do" list when you log on) **5.** Take the training (the training link appears in your "To Do" list after you pay). Your license becomes effective when you complete the training. **6.** Pick up your name badge AFTER you complete the training

Check each box to show you have read and you understand each item:

☐I understand I must submit this form and use the online system to register.

☐Within 30 days of applying for a license, I will complete the full training with the 25-question quiz.

☐I understand my license will not become effective, nor will my name tag be issued, until I complete the full training on the online system as per R623-1-4.

☐I understand incomplete applications/trainings may be deleted after 30 days.

I, affirm that reports and registration information filed electronically with the Lieutenant Governor's Office are true, accurate, and complete in accordance with Utah Code Sections 36-11-103 and 36-11-201. I authorize the Lieutenant Governor's Office to accept my reports filed electronically as required by Utah Code Annotated, Title 36-11.

_____ _____

(Signature of lobbyist) (Date)

Note: Failure to file timely reports may result in fines and additional penalties. Lobbyists are no longer required to file a quarterly financial report if he or she has not made an expenditure during that reporting period. All lobbyists are still required to file the Year End report on January 10 of each year.

To file this form:

Email: lobbyists@utah.gov
Fax: (801)538-1133

Disclosure Due Dates (all by 5 p.m.)

Quarter 1:	April 10
Quarter 2:	July 10
Quarter 3:	October 10
Quarter 4:	January 10