



Signature Authorization Form

For the license cycle beginning in 2017

Lobbyist Name: _____ Lobbyist Phone: _____

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

- ☐ I understand I must submit this form to lobbyists@utah.gov (email) or 801-538-1133 (fax) and use lobbyist.utah.gov to register.
- ☐ I will complete the Ethics Training Course within 30 days of applying for a license, and understand incomplete applications/trainings may be deleted after 30 days.
- ☐ I understand my license will not be effective, nor will my name badge be issued, until I complete the training.
- ☐ I will file quarterly reports when required, I will file the Quarter 4 (Year End Report) each year, and I understand failure to file timely reports may result in fines and penalties.

I affirm that the information I provided on this form and on my Statement of Organization is true, accurate, and complete to the best of my knowledge and belief in accordance with Utah Code 36-11-103 and 36-11-201.

(Signature of lobbyist)

(Date)

Instructions for Renewing Lobbyists

1. Submit this form.
2. Log on to lobbyist.utah.gov.
3. Click Manage Folder, then click Statement of Organization.
Update your client (principal) information, including the General Purposes, Interests, and Nature of the Principal.
4. Click **Unpaid**.
You can find this link in the "To Do" list, within the My Folder tab.
5. Click **Untrained**.
Once you've paid, you can find the Untrained link in the "To Do" list. Your license becomes effective after you successfully complete the training.
6. Pick up your **name badge** in Capitol Suite 220.

Instructions for New Lobbyists (Registration)

1. Submit this form.
2. Go to lobbyist.utah.gov.
3. Click **NEW USER**.
This step is not your registration; you simply create a username and password so you can access the system.
4. Click **CREATE ENTITY**.
This is your actual registration, called a Statement of Organization.
5. Click **Unpaid**.
You can find this link in the "To Do" list, within the My Folder tab.
6. Click **Untrained**.
Once you've paid, you can find the Untrained link in the "To Do" list. Your license becomes effective after you successfully complete the training.
7. Pick up your **name badge** in Capitol Suite 220.