



## 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](mailto:lobbyists@utah.gov) and use [lobbyist.utah.gov](http://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 to [lobbyists@utah.gov](mailto:lobbyists@utah.gov).
2. Log on to [lobbyist.utah.gov](http://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 [lobbyists@utah.gov](mailto:lobbyists@utah.gov).
2. Go to [lobbyist.utah.gov](http://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.