



Signature Authorization Form

For the license cycle beginning in 2017 (2017-2018)

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 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 to lobbyists@utah.gov.
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 lobbyists@utah.gov.
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.