



## Lobbyist Frequently Asked Questions & Forms

[Utah Code 36-11](#)

### FAQs

#### How do I register as a lobbyist or renew my lobbyist license?

Complete this [Signature Authorization Form](#), email it to [lobbyists@utah.gov](mailto:lobbyists@utah.gov), and follow all steps on the form.

#### How do I update my principal / client list?

Log on to [lobbyist.utah.gov](http://lobbyist.utah.gov), click "[Manage Folder](#)" and then click Statement of Organization.

#### How do I cancel my lobbyist license?

Complete this [cancellation form](#) and email it to [lobbyists@utah.gov](mailto:lobbyists@utah.gov).

#### How do I file a report?

Log on to [lobbyist.utah.gov](http://lobbyist.utah.gov), click Financial Ledger, and enter any necessary expenditures. Click "File Report" located at the far right of your ledger.

#### How do I know if my activity is allowed / if I'm allowed to invite public officials / if I need to report the expenditures?

Review this [decision tree](#).

#### Where do I find study materials for the Ethics Training Course?

You can [review the questions](#) that appear on the Ethics Training Course or review this [decision tree](#) on inviting public officials to activities. The [definitions](#) and [expenditure prohibitions](#) sections of lobbyist law are also quite handy.

#### If I don't have expenditures to report, which reports am I required to file?

Short answer: the Quarter 4 (Year End) Report is due for all lobbyists, no matter what.

Here's a brief explanation: A lobbyist is not required to file a quarterly financial report (Q1, Q2, Q3) if he or she has not made an expenditure during that reporting period. All lobbyists are still required to file the Quarter 4 (Year End) Report by January 10 of each year.

### Forms

[Signature Authorization Form](#) (register or renew)

[Cancellation Form](#)

[Create Entity](#) (Statement of Organization registration form)