



## Lobbyist Frequently Asked Questions & Forms

[Utah Code 36-11](#) & [Utah Code 36-11a](#)

### FAQs

#### How do I know if I should register as a lobbyist?

Generally, you are a lobbyist if you get paid to communicate with a public official, local official, or education official for the purpose of influencing legislative, executive, local, or education action.

#### How do I know what *type* of lobbyist I am?

You are a [state lobbyist](#) if you lobby state legislators, elected state executive branch officials (such as the governor), and non-elected officials within the state executive or legislative branch with certain decision-making powers.

You are a [local and education lobbyist](#) if you lobby:

- Elected members in local governments and non-elected officials within local governments that have certain decision-making powers.
- Education officials, including elected members of the State Board of Education, State Charter School Board, local school boards, charter school governing boards, and non-elected officials within these organizations that have certain decision-making powers.

If you lobby officials in both categories, register as a state lobbyist.

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

If you are a state lobbyist, pay the 2024 registration fee and complete the required 2024 Lobbyist Training.

If you are a local lobbyist, begin by creating a username on [lobbyist.utah.gov](http://lobbyist.utah.gov), *then call 801-538-1041*. Once the Lieutenant Governor's Office has [set up your account](#), you can log on to enter expenditures and file a report.

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

If you are already a registered lobbyist, 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.



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

If you are a state lobbyist, review this [decision tree](#).

If you are a local and education lobbyist, review this [decision tree](#).

### **Where do I find study materials for the Ethics Training or Workplace Discrimination and Harassment Training?**

You can review the questions that appear on the training courses here: [ethics](#) or [workplace discrimination and harassment](#). 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 – state, local, and education – are still required to file the Quarter 4 (Year End) Report by January 10 of each year.