



Lobbyist Form Instructions

Office of the City Clerk
300 E. Chapman Ave. | Orange, CA 92866
(714) 744-5500

FILING THE INITIAL REGISTRATION:

No Person who qualifies as a Lobbyist shall contact or communicate with a City Representative prior to completing and filing a Lobbying Registration Form, paying appropriate fees, and identifying themselves to any City Representative as a Lobbyist. To register for any lobbying services within the City of Orange or any regional agency in which Orange has a voting role, please follow the instructions below.

- 1. Initial Registration:** On page 1 of the form select “**Initial Registration**” and indicate the date qualified as a lobbyist.
- 2. Section A – Lobbyist Information:** Complete with the individual lobbyist’s contact information.
- 3. Section B – Client Information:** List all clients/projects on whose behalf lobbying is being conducted. If additional entries are required, include additional copies of Section B of the form.
- 4. Section C – Specific Project Information –** List the specific name and address of the project.
- 5. Verification:** Print Name, list name of the lobbying firm (if any), sign, and date.

Fee:

Lobbyists are required to submit a registration fee of \$190.00 to the City Clerk’s office. Fees are due at the time of submission of the completed Lobbyist Registration form and are payable to the City of Orange by check, money order, or debit/credit card (Visa or Mastercard only). Credit card payments can be submitted over the phone at (714) 744-5500.

When to File an Amendment:

File within ten (10) calendar days of adding/deleting lobbyists/clients or modifying information.

- 1. Amendment:** On page 1 of the form select “**Amendment**” and indicate the date of the amendment.
- 2. Section A – Lobbyist Information:** Complete the individual lobbyist’s information. If the amendment is for the purpose of **modifying the Lobbyist contact**

information, mark the corresponding box in Section A.

- 3. Section B – Client Information:** Select the appropriate box to indicate if a client is being **added** to the Client Registry, **deleted** from the Client Registry, or if the client information is being **modified**. If additional entries are required, include additional copies of Section B of the form.
- 4. Section C – Specific Project Information –** List the specific name and address of the project.
- 5. Verification:** Print name, list name of the lobbying firm (if any), sign, and date.

Termination of Lobbyist Registration:

A Notice of Termination removes an individual lobbyist and all their clients from the City’s lobbyist registry. A new Lobbyist Registration Form shall be completed to participate in any future lobbying of the City of Orange or any regional agency in which Orange has a voting role.

- 1. Termination:** on page 1 of the form select “**Termination**” and indicate the date of termination.
- 2. Section A – Lobbyist Information:** complete the individual lobbyist’s information.
- 3. Verification:** Print your name, list the name of your lobbying firm (if any), sign, and date.

Where to File:

(Mail or Email to:)

Mail: **Office of the City Clerk
300 E. Chapman Avenue
Orange, CA 92866**

Email: **Pamela Coleman, City Clerk**
clerkinformation@cityoforange.org