

# Amendment to Registration Lobbying Firm, Lobbyist Employer, Lobbying Coalition

An "Amendment to Registration" is used for reporting changes to information contained in:

- Form 601 (Lobbying Firm Registration Statement)
- Form 603 (Lobbyist Employer/Lobbying Coalition Registration Statement)
- Form 604 (Lobbyist Certification Statement)

## How to File:

- File online or electronically with the Secretary of State ([www.sos.ca.gov](http://www.sos.ca.gov)).

## Deadline for Filing:

- A lobbying firm adding a new client must file Form 605 prior to attempting to influence legislative or administrative action on behalf of that client.
- Within 20 days of the effective date of any other change.

Section 86100 requires a registration statement to be filed online or electronically with the Secretary of State ([www.sos.ca.gov](http://www.sos.ca.gov)), and the original and one copy in paper format with:

Secretary of State  
Political Reform Division  
1500 11th Street  
P.O. Box 1467  
Sacramento, CA 95812-1467

Explanations of how to report common registration amendments are provided below:

## Adding a Lobbyist:

**Attach** File a Form 605 a completed Form 604 (Lobbyist Certification Statement) and a recent photograph (head and shoulders only) of the lobbyist. A photograph is not necessary if one is already on file for the current legislative session.

**Renewing a Registration:** Submit a \$100 registration fee (\$50 per year).

**New Registration:** The registration fee is \$50 per year and when registering in the first year of the two-year session a payment of \$100 is required.

## Deleting a Lobbyist:

If a lobbyist is ceasing all activities as a lobbyist, **attach** along with Form 605, file a Form 606 (Statement of Termination) signed by the lobbyist.

If a lobbyist will no longer be employed by you, but is continuing activities as a lobbyist on behalf of others, file a Form 605 only—no attachments are necessary. However, it is recommended that you **attach** also file a Form 606 for any lobbyist who will not be reregistered with another lobbying firm or lobbyist employer within 20 days.

## Lobbying Firm Adding a New Client or Employer:

**Attach** Along with Form 605, file Form 602 (Authorization Statement) signed by an appropriate representative of the client. A lobbying firm that is adding a client through a subcontract with another lobbying firm must **attach** file a Form 602 signed by a representative of the subcontracting lobbying firm. Note the filing deadline.

## Lobbying Firm Deleting a Client or Employer:

~~No attachment is necessary.~~ File a Form 605 only.

## Lobbyist Employer Deleting a Lobbying Firm:

When a registered lobbyist employer terminates a contract with a lobbying firm, a Form 605 must be filed by the registered lobbyist employer and the lobbying firm.

When a lobbyist employer that is not registered (i.e., has no in-house lobbyist) terminates a contract with a lobbying firm, a Form 605 is only required to be filed by the lobbying firm. The lobbyist employer is not required to file a Form 605.

## A Change in a Lobbying Firm's Designated Responsible Officer:

**Attach** Along with Form 605, file Part III of Form 601 (Lobbying Firm Registration Statement) containing the required information for the new responsible officer and his/her signature.

## Other (Miscellaneous):

- Change of address
- Change of name (company merge)

# Amendment to Registration Statement

(Government Code Section 86107)

<b>Legislative Session</b>  (Insert Years)	<b>CALIFORNIA FORM 605</b> FAIR POLITICAL PRACTICES COMM. For Official Use Only
Page _____ of _____	

### Check the applicable box:

- LOBBYING FIRM REGISTRATION
- LOBBYIST EMPLOYER REGISTRATION
- LOBBYING COALITION REGISTRATION

Type or Print in Ink

NAME OF FILER:

EMAIL ADDRESS:

ADDRESS (Number and Street)

(City)

(State)

(Zip)

TELEPHONE NUMBER:

( )

### I Description of Changes (See instructions on cover sheet and examples on the back of this page.)

Check appropriate box(es)

Adding Lobbyist

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Lobbyist Effective Date

Attach Also file Form 604

Lobbying Firm Deleting Lobbyist Employer

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Employer Effective Date

No attachment required File the Form 605 only

Lobbying Firm Adding Lobbyist Employer  
(Including Subcontract Clients)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Lobbyist Employer Effective Date

Complete Part II and also Attach file Form 602

Registered Lobbyist Employer Deleting Lobbying Firm

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Firm Effective Date

No attachment required File the Form 605 only

Registered Lobbyist Employer Adding Lobbying Firm

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Lobbying Firm Effective Date

No attachment required File the Form 605 only

Deleting Lobbyist

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Lobbyist Effective Date

Check one

Form 606 is attached also filed as the lobbyist is ceasing activities as a lobbyist.

Form 606 is NOT attached filed as the lobbyist is no longer employed by the filer but will lobby on behalf of others. (Gov. Code Section 86107 requires the lobbyist and the new employer to file the appropriate forms within 20 days.)

Other - Describe in detail and provide attachments as required.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Effective Date

If more space is needed, check box and use continuation sheet at the end of the form.

### VERIFICATION

I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and, to the best of my knowledge, the information contained herein in it is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed On \_\_\_\_\_  
DATE

By \_\_\_\_\_  
SIGNATURE OF RESPONSIBLE OFFICER

Name of Responsible Officer \_\_\_\_\_ Title \_\_\_\_\_  
TYPE OR PRINT

# Instructions to Amendment to Registration Statement

## Additional Information

Refer to the *Lobbying Disclosure Information Manual* for additional information and information required to be provided to you pursuant to the Information Practices Act of 1977.

## I Description of Changes

Indicate whether you are adding, deleting or changing information contained on your registration statement. (See examples below.)

### *Adding/Deleting a Lobbyist:*

Jane Smith is the lobbyist for ABC Company. Ms. Smith is ceasing her activities as a lobbyist and moving to another state. ABC Company has employed a new lobbyist, Joe Jones. ABC Company must **complete file** the Form 605, Amendment to Registration, and **must attach a the** Form 606, Statement of Termination, completed by Jane Smith, and a Form 604, Lobbyist Certification Statement, completed by Joe Jones. ABC Company must also submit a \$50 annual registration fee (\$100 if registering for the two-year session) for Jones, and Jones must provide a recent photograph of himself, **which is also attached.**

### *Adding a Client:*

XYZ Lobbying Firm has been retained by a new client, Smith Manufacturing Company. Prior to attempting to influence legislative or administrative action on behalf of Smith, the firm must amend its registration by filing the Form 605, Amendment to Registration, and **attach file a** Form 602, Lobbying Firm Activity Authorization, signed by a responsible officer of Smith Manufacturing Company.

### *Subcontracting:*

Smith and Smith Lobbying Firm decides to subcontract one of its clients to the Jones and Jones Lobbying Firm. Jones and Jones Lobbying Firm must **complete file a** Form 605, Amendment to Registration. In Part I check the box indicating addition of a new lobbyist employer. Complete Part II, Section B. **Attach-File a** Form 602, Lobbying Firm Activity Authorization, completed and signed by a responsible officer of Smith and Smith Lobbying Firm.

**Amendment to Registration Statement**  
(Government Code Section 86107)

Type or Print in Ink

NAME OF FILER:

**II Adding A Lobbyist Employer**

- Complete *Section A* when adding a lobbyist employer that is a direct client of the lobbying firm.
- Complete *Section B* if the client is subcontracted by another lobbying firm.
- **Attach File** a completed Form 602.

**SECTION A**

Name of Lobbyist Employer		Email Address		
Business Address: (Number and Street)	(City)	(State)	(Zip)	Phone Number
Agencies to be Lobbied	Description of Lobbying Interests		Period of Contract	

Name of Lobbyist Employer		Email Address		
Business Address: (Number and Street)	(City)	(State)	(Zip)	Phone Number
Agencies to be Lobbied	Description of Lobbying Interests		Period of Contract	

If more space is needed, check box and use continuation sheet at the end of the form.

**SECTION B**

Name of Subcontracting Lobbying Firm		Email Address		
Business Address: (Number and Street)	(City)	(State)	(Zip)	Phone Number

Name of Client on Whose Behalf Lobbying Will Occur:

Address and Telephone Number of Client on Whose Behalf Lobbying Will Occur:

Agencies to be Lobbied	Description of Client's Lobbying Interests	Period of Contract
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If more space is needed, check box and use continuation sheet at the end of the form.

CONTINUATION SHEET FOR PART I

PAGE \_\_\_\_\_ OF \_\_\_\_\_

AMENDMENT TO REGISTRATION STATEMENT (FORM 605)

NAME OF FILER: \_\_\_\_\_

<b>Adding a Lobbyist (Continued)</b>	
Name of Lobbyist:	Effective Date:
<b>Lobbying Firm Adding Lobbyist Employer (Including Subcontracted Clients) (Continued)</b>	
Name of Lobbyist Employer:	Effective Date:
<b>Registered Lobbyist Employer Adding Lobbying Firm (Continued)</b>	
Name of Lobbying Firm:	Effective Date:
<b>Lobbying Firm Deleting Lobbyist Employer (Continued)</b>	
Name of Lobbying Firm:	Effective Date:
<b>Registered Lobbyist Employer Deleting Lobbying Firm (Continued)</b>	
Name of Lobbying Employer:	Effective Date:
<b>Deleting Lobbyist (Continued)</b>	
Name of Lobbyist:	Effective Date:

If more space is needed, check box and use additional continuation sheets.

**CONTINUATION SHEET FOR PART II**

**AMENDMENT TO REGISTRATION STATEMENT  
(FORM 605)**

NAME OF FILER: \_\_\_\_\_

<b>SECTION A</b>					
Name of Lobbyist Employer			Email Address		
Business Address: (Number and Street)		(City)	(State)	(Zip)	Phone Number
Agencies to be Lobbied	Description of Lobbying Interests			Period of Contract	
Name of Lobbyist Employer			Email Address		
Business Address: (Number and Street)		(City)	(State)	(Zip)	Phone Number
Agencies to be Lobbied	Description of Lobbying Interests			Period of Contract	
<b>SECTION B</b>					
Name of Subcontracting Lobbying Firm			Email Address		
Business Address: (Number and Street)		(City)	(State)	(Zip)	Phone Number
Name of Client on Whose Behalf Lobbying Will Occur:					
Address and Telephone Number of Client on Whose Behalf Lobbying Will Occur:					
Agencies to be Lobbied					
Description of Client's Lobbying Interests				Period of Contract	

If more space is needed, check box and use additional continuation sheets.