

Lobbyist Registration

Procedures and Instructions – Paper Registrations

Section 2.2-422 of the *Code of Virginia* requires all lobbyists to register with the Secretary of the Commonwealth (SOC) prior to engaging in lobbying unless one of the exemptions set forth in § 2.2-420 is satisfied. You must register for each principal you will represent. All lobbyist registrations are required annually and expire May 1. A lobbyist who engages in lobbying entirely outside the capital city must register within 15 days of engaging in lobbying. In order to register online, you must have a valid email address. There is a \$100 fee for each principal you will represent.

Delivery

- Registrations and the associated fee of \$100 made payable to Treasurer of Virginia are to be mailed or delivered to the SOC:

Secretary of the Commonwealth
Attn: Lobbyist Registration
1111 E. Broad Street, 4th Floor
Richmond, VA 23219

- Payment may be made by check or credit card.

Incomplete Registration

- If a registration is found to be incomplete, Council staff will notify the filer via email of the information or documentation required. The registration will not be entered into the registration system and the lobbyist will remain unregistered until all required information has been submitted.
- Registrations will be accepted only if submitted on the form provided by the SOC. Registrations submitted on other forms will be considered incomplete, and the lobbyist will be notified via email. SOC-approved forms are available on our website at [{LINK}](#).

Instructions

A registration will be considered complete when all required information noted below has been entered and payment has been received and processed.

- (1) Name of organization, firm, corporation, or other entity for which lobbying activities will be conducted
- (1a) Type of business the principal is engaged in
- (2) Name of principal officer authorizing your work as a lobbyist
- (2a, b) Permanent business address and telephone number of principal officer

- (3) Name of individual who will retain all lobbying activity records on behalf of the principal
- (3a, b, c) Permanent business address and telephone number where the principal's lobbying activity records will be stored
- (4) Name(s), business address(es), and telephone number(s) of other individuals who are registered to lobby on behalf of the principal, if applicable
- (5) Name of the individual who is registering to lobby on behalf of the principal
- (5a, b, c) Permanent business address, telephone number, and email address of individual listed in (5)
- (6) Name of individual who will retain all lobbying activity records on behalf of the lobbyist
- (6a, b, c) Permanent business address and telephone number where the lobbying activity records will be stored on behalf of the lobbyist
- (7) Matters and purpose for which you expect to lobby
- (8) Indicate if you are employed, retained, or not compensated by the principal
- Employed (on the payroll of the principal)
 - Retained (not on the payroll of the principal, yet compensated)
 - Not Compensated (not compensated, expenses may be reimbursed)
- (9) If you are *employed* by the principal, include your title within the organization

Waiver of Signature by Principal Officer

If the officer of principal agrees to waive the signature requirement for the lobbyist disclosure, the officer must sign the waiver statement located on the lobbyist registration on page 1.

Signature

Sign and date your registration and follow instructions for delivery above. Unsigned registrations will not be accepted.