

FAQs - Filling Out the Lobbyist Registration Form

What do I put under Part I, *Lobbyist*?

Part I, *Lobbyist*, concerns you, the Lobbyist. Provide your best contact information as we rely on this information to contact you. Also provide your firm's or employer's name.

Your best contact information may not match your firm's contact information under Part I, *Lobbyist Firm/Employer*.

What do I put under Part II.A, *Organization*?

Part II.A, *Organization*, concerns the organization for which you will lobby. Provide the organization's full name. Do not abbreviate or use acronyms.

The organization's name on your Lobbyist Registration form must match the organization's name on your Lobbyist Annual Report form. Name discrepancies may result in your failure to file a Lobbyist Annual Report form.

What do I put under Part II.B, *No Longer Lobbying*?

Complete this section only if you are no longer lobbying for the organization identified in Part II.A. **Note:** You do not need to fill out Part V: *Authorization to Lobby*.

What do I put under Part III, *Description of Subjects on Which You Expect to Lobby*?

Identify the subjects on which you intend to lobby by checking the box. If you know the bill number, resolution number, or other identifying information, provide that information. If your issue is not stated or you wish to clarify the subject, check the "Other" box and describe the subject.

I am lobbying on a Bill at the State Legislature. Can I indicate this activity on this form?

No. Part III concerns legislation or issues being heard by the City Council and City and County of Honolulu agencies. The Honolulu Ethics Commission does not have jurisdiction over State legislative matters.

Do I need to certify my registration form in Part IV, *Lobbyist Certification*?

Yes. The Revised Ordinances of Honolulu require you to notarize your Lobbyist Registration.

Who fills out Part V, *Authorization to Lobby*?

Part V is completed and signed by the person authorizing you to lobby on behalf of an organization. If the authorizing person cannot do so, a representing officer may complete and sign the form.