Return this completed, signed form and all attachments to:
WV Ethics Commission
210 Brooks Street, Ste 300
Charleston, WV 25301
Phone: (304)558-0664

(form LRS-1-2015)

Lobbyist Registration Statement

West Virginia Lobbyist 2015-2016

This registration is valid through end of **2016**. Registration no. _____
(assigned by Ethics Commission)

Filing requirements for the lobbyist:

- ☐ Payment to the WV Ethics Commission of $100.00 for your base lobbyist registration fee. Paid by check ☐ or credit card ☐
- ☐ Recent passport-size color photo, (2 x2") for photo ID and publication in the lobbyist directory. Attached ☐ or Electronic ☐
- ☐ A separate **Representation/Authorization** Form for each entity that you represent plus an additional fee of $100.00 per entity.

☐ **Mark here if this form amends or adds information** to earlier registration materials that you supplied and indicate any changes or additions to your registration or representation information. **If you are terminating** your registration or your representation for a client or clients, you must complete and file a Lobbyist Termination Notice.

If you have questions about completing this form please contact the Ethics Commission at (304)558-0664 or go to www.ethics.wv.gov. See page 2 for more information. Answer all questions. Incomplete forms will be returned.

1. Lobbyist contact information (please print clearly)

Lobbyist name: _____ phone: (____) _____
fax: _____
Email: _____ alternate phone _____

Name to use on Lobbyist ID Badge: _____

Please provide complete address information. Check the box next to your preferred mailing address

☐ Business Address (required) _____ phone: _____

_____

☐ Home Address (for our files only)_____ phone: _____

_____

Temporary address during legislative session if different. (required)
Business Address: _____phone: _____

_____

2. Representation*

List all employers or entities for which you lobby. You must file an **Employer Representation/Authorization form** for each listed employer, organization or entity that you represent as a lobbyist. You may add additional forms for new representations any time after your initial registration. Each representation requires a fee of $100.00

1._____ 4._____
2. _____ 5._____
3. _____ 6. _____

* **If you do not represent a particular employer or organization, provide a general description of the subjects, topics or issues on which you will lobby.** _____

_____

3. Lobbyist certification and signature

I certify that the information contained hereon and on any attached materials is true, correct and complete. I understand that it is a violation of W.Va. Code §6B-3-9 to willfully and knowingly file a false or incomplete report. I further understand that any person who fails to comply with the lobbyist registration and reporting requirements of the Ethics Act may be subject to administrative prosecution by the Ethics Commission and revocation of lobbyist privileges.

►Lobbyist Signature X _____ **Date** _____

WV Lobbyist Registration Statement
Information and Instructions

(Do not return any forms by fax or email. Original signatures are required.)

Use this WV Lobbyist Registration Statement (form LRS-1) for calendar years **2015–2016**. Your registration, when approved, will last through the end of **2016**, unless terminated in writing prior to that time. Lobbyists are required to re-register by January of each odd numbered year.

Registration requirements:

Registration may be done by mail or in person at the WV Ethics Commission office, 210 Brooks St, Suite 300, Charleston WV 25301. Forms submitted by facsimile transmission or email will not be processed.
You may not lobby until your registration with the WV Ethics Commission is complete and all of the following items are submitted.

1. A completed **Lobbyist Registration Statement** along with credit card information or a check payable to the WV Ethics Commission in the amount of $100.00 for lobbyist registration fee.
2. A recent 2" x 2" passport-size color photograph of yourself, suitable for publication in a Directory of Registered Lobbyists published annually and for use in creating the Lobbyist Identification badge issued upon registration. The photo may be submitted electronically to kimberly.p.pickens@wv.gov.
3. A completed **Employer Representation/Authorization** form for each employer identified on the Lobbyist Registration Statement. A registration fee of $100.00 is required for each representation **in addition** to the $100.00 base lobbyist registration fee.

Incomplete applications will be returned and lobbying privileges delayed.

Training Requirement:

All lobbyists must undergo training at least once per registration cycle. Lobbyists registering in West Virginia for the first time must complete initial training prior to lobbying by completing written materials provided by the Ethics Commission and then attending a formal training class provided by the Ethics Commission within 90 days of registering as a lobbyist. On-line training is available for lobbyists who are unable to attend training classes in person. Contact the Ethics Commission's Lobbyist Registrar for more information on training requirements.

Reporting of Activities and Expenditures:

The Lobbyist must report lobbying activities and expenditures three times a year as follows.

May 15 - covers the months of January, February, March, April
September 15 - covers the months of May, June, July, August
January 15 - covers the months of September, October, November, December

-All due dates are strictly enforced and fines of $10.00 per business day levied for late filing. (Maximum $250)
-Reporting via facsimile or email is not permitted. The necessary reporting forms are mailed in advance of the reporting dates to the mailing address indicated on your registration form. Please notify us promptly of any mailing address changes or corrections. All forms and reports are also available on the Ethics Commission website at www.ethics.wv.gov.

Changes in Status:

Lobbyists must report any changes of lobbying status within one week. You must file an Amended Lobbyist Registration Statement reflecting the deletion or addition of any employer or other changes in registration status. Or, if you wish to terminate your registration as a lobbyist, file a **Lobbyist Termination** notice within one week of your status change.

All forms for reports, changes and additions may be obtained by contacting the WV Ethics Commission and are available on-line on the Commission's website at www.ethics.wv.gov. For more information call (304)558-0664 or contact Lobbyist Registrar Kimberly P. Pickens at kimberly.p.pickens@wv.gov.

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