



# Lobbyist registration

Minnesota Campaign Finance and Public Disclosure Board

## How do I know if I'm a lobbyist?

Lobbyists are individuals who are hired, or who act on their own, to lobby. An individual who communicates with public or local officials or urges others to communicate with public or local officials becomes a lobbyist after the individual:

- Is paid more than \$3,000 in a year from all sources for lobbying,
- Spends more than \$250 of his or her own money on lobbying, or
- Spends more than 50 hours in any month on lobbying activities if the individual is a non-elected local official or an employee of a political subdivision

## Do I have to register as a lobbyist?

An individual must register with the Board within five days after meeting the criteria for being a lobbyist or, if already registered as a lobbyist, within five days after agreeing to represent a new principal.

## If I am already registered as a lobbyist, do I need to register again?

A lobbyist must submit a new registration each time he or she agrees to represent a new principal.

## What if I am a volunteer?

An individual who is not already registered as a lobbyist and who lobbies on a volunteer basis does not need to register with the Board as a lobbyist. However, a lobbyist who is already registered with the Board must register for a new principal even if he or she is not going to be paid for the work on behalf of that principal.

## How do I register as a lobbyist?

A lobbyist registration form must be completed and sent to the Board by fax, email, U.S. mail, or personal delivery. The form can be found on the Board's website.

## What happens if my registration information changes?

If something that a lobbyist puts on a registration form changes, he or she must tell the Board within 10 days of the change. It is very important to promptly notify the Board of changes in contact information because this is what the Board uses to send out reporting information and bulletins on issues that affect lobbyists. Changes to a registration must be in writing. The registration form can be used to report changes or an e-mail or letter with the needed information can be sent to the Board.

## How do you terminate your registration with the Board?

A lobbyist terminates his or her registration for a principal by filing a termination form with the Board. A report must also be filed listing all lobbying disbursements made on the principal's behalf since the most recent reporting period. If the lobbyist authorized another to report on his or her behalf, a list of the disbursements must be provided to the reporting lobbyist. If a reporting lobbyist terminates a registration, the termination automatically returns the reporting responsibility back to each authorizing lobbyist associated with the reporting lobbyist. If a designated lobbyist terminates a registration for the principal that designated the lobbyist, the principal has ten days to name someone else as its designated lobbyist.

## What penalties apply if you don't follow the laws for registering as a lobbyist?

A late filing fee of \$25 per day begins to run on the day after the registration is due, without notice. The maximum late filing fee is \$1,000. After a certified notice regarding the failure to file has been sent to a lobbyist, the Board can also charge a civil penalty of up to \$1,000.