

**INSTRUCTIONS FOR INDIVIDUAL LOBBYIST  
INITIAL REGISTRATION AND AMENDMENT FORMS  
SAN JOAQUIN COUNTY ORDINANCE 4468 – Effective September 17, 2015**

The Individual Lobbyist Registration Statement is used for:

- Registration of an individual contract lobbyist (sole proprietor)
- Registration of an individual lobbyist employed by Lobbying Firm
- Registration of an individual lobbyist employed by any corporation, partnership, limited liability company

**DEFINITION**

A “County Lobbyist” is one who receives compensation of \$500 or more in any calendar month for engaging in lobbying activities of the San Joaquin County Board of Supervisors, other elected officials, and any other county officer or employee whose duties are not primarily clerical or ministerial, or is employed by his or her employer and receives compensation of \$500 or more in any calendar month to engage in lobbying activities of the San Joaquin County Board of Supervisors. For the purposes of this Ordinance an “employer” shall include, but not be limited to, any corporation, partnership, limited liability company, labor organization, labor union, or any other business entity.

The definition of a “County lobbyist” shall not apply to representatives of corporations organized under Section 501(c)(3) or Section 501(c)(6) of the United States Internal Revenue Code.

**DEADLINE FOR FILING REGISTRATION**

Within ten (10) days of becoming a County lobbyist, and annually thereafter, that person shall register as such with the Clerk of the Board (COB) and file the necessary completed [Registration Form](#) supplied by the COB.

**REGISTRATION REQUIREMENTS**

The Registration Form supplied by the COB shall require the County lobbyist to disclose all the following:

1. The full name, business address, telephone number, and e-mail address of the County lobbyist;
2. The full name, business address, telephone number and e-mail address of each employer, person or entity that has contracted for the services of the retained County Lobbyist to conduct lobbying activities on its behalf.

**FILING FEES**

Each County lobbyist shall pay a filing fee when filing or renewing a Registration Form. Initial registration is \$75.00. Annual renewal of registration is \$50.00 effective January 1, 2016, and for each calendar year thereafter.

**REPORTING**

County lobbyist must annually submit a report, identifying any projects, contracts, or other official actions in which the County lobbyist was hired to assist in influencing a particular action.