



**CITY OF  
TALLAHASSEE**

**CALENDAR YEAR 2024**

**REGISTRATION FORM**

*submit one form per principal*

**LOBBYIST NAME:** \_\_\_\_\_

**FIRM NAME:** \_\_\_\_\_

**BUSINESS ADDRESS** \_\_\_\_\_

**PHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL ADDRESS** \_\_\_\_\_

**BUSINESS RELATIONSHIPS:** Do you (or the Lobbying Firm listed above) have any direct business association or partnership with any current member of the city commission, city employee, or person sitting on a decision-making body (circle one)?      **YES**      **NO**      If "YES", attach documentation explaining the nature of each business relationship.

**PRINCIPAL:** Identify the principal represented. Attach a copy of the principal's business registration from the Florida Department of State business registry ([www.sunbiz.org](http://www.sunbiz.org)) or, if not a registered entity in Florida, from the local jurisdiction where the principal is registered. This will allow proper identification, particularly where business names are similar. If the principal is an individual person or group of persons, this requirement may be waived.

**PRINCIPAL (PERSON / BUSINESS)** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**SPECIFIC AREA OF LEGISLATIVE INTEREST** (hereinafter "Issue"):

The Lobbyist shall disclose each Issue with specificity sufficient to give notice to a reasonable person as to the particular issue being lobbied.

Issue: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Unique Identifier(s) (e.g. Ordinance No., Permit No., Parcel No., etc.):

\_\_\_\_\_

**By submission of this form, you are attesting that you have been retained to represent the principal listed above.**

**OATH**

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

\_\_\_\_\_  
Signature of Lobbyist

\_\_\_\_\_  
Lobbyist's Name

\_\_\_\_\_  
Date



General Information:

- 1) The City of Tallahassee’s Lobbyist Registration Ordinance, the supplemental Rules & Regulations, and general information can be found accessed online at: [www.talgov.com/transparency/lobbyists](http://www.talgov.com/transparency/lobbyists)
- 2) Each lobbyist is required to submit their own registration forms and filings, with the Lobbyist’s signature affixed thereto. A separate registration form shall be submitted by the Lobbyist for each Principal represented. Staff will review each submittal and incomplete or defective filings will be returned to the Lobbyist for correction. Staff cannot accept incomplete or defective filings.
- 3) Each Issue must be registered prior to lobbying on said Issue. Each lobbyist shall amend their registration to disclose each new Issue prior to commencing any lobbying activities thereon. Lobbying on an unregistered Issue is prohibited and is grounds for enforcement action. Forms lacking the required specificity as to the Issue being lobbied will be returned to the Lobbyist for correction. To register additional Issues for the Principal, an Add Issue form is available on the City website.
- 4) The registration fee is **\$500.00** per lobbyist, per year in compliance with Section 2-339 of the Code of General Ordinances and Fee Resolution 22-R-22. Fees are not prorated. The fee is a flat fee levied once per year, at the time of initial registration. The yearly fee encompasses all Principals and Issues, and there is no additional fee to add additional Principals or Issues during the calendar year.
- 5) Completed forms may be scanned and emailed to [lobbyists@talgov.com](mailto:lobbyists@talgov.com), hand delivered, or mailed to the address below. For those submitting electronically, **registration is not effective until applicable fees have been paid and the form has been reviewed and accepted by staff.**
- 6) All registrations expire at midnight each December 31<sup>st</sup>. A new registration must be filed, and a new registration fee paid for each calendar year in which lobbying occurs.

*Submit form to address shown below with registration fee made payable to: CITY OF TALLAHASSEE*

*Scanned forms may be emailed to [lobbyists@talgov.com](mailto:lobbyists@talgov.com)*

**For Official Use Only**

CITY OF TALLAHASSEE OFFICE OF THE TREASURER-CLERK ATTN: LOBBYIST REGISTRATION / BOX A-31 300 S. ADAMS STREET TALLAHASSEE, FLORIDA 32301	Registration No. _____ Effective Date: _____
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