

---

# Arizona Lobbying Handbook

---

[www.azsos.gov](http://www.azsos.gov)



1700 W. Washington St. Phoenix, AZ 85007



1-877-THE-VOTE (843-8683)



### **ABOUT THIS PUBLICATION**

Published by the Arizona Department of State, Arizona Lobbying Handbook, Secretary of State, Election Services Division

© 2020 ver. 1 - Ver. Release Date February 6, 2020

All Rights Reserved.

This publication may be reproduced for private use. It shall not be used for commercial purpose.

The Office strives for accuracy in our publications. If you find an error, please contact us at (602) 542-8683 or 1-877-THE-VOTE (843-8683).

### **DISCLAIMER**

The Office cannot offer legal advice or otherwise offer recommendations on information in this publication.

The Office advises consultation with an attorney in such cases.

### **CONTACT US**

Mailing address for all correspondence or filings:

Office of the Secretary of State  
Attention: Election Services Division  
1700 W. Washington St., FL 7  
Phoenix, AZ 85007-2808

Telephone: (602) 542-8683

Fax: (602) 542-6172

[www.azsos.gov](http://www.azsos.gov)

---

## **Introduction**

The Secretary of State's Office registers lobbyists, principals, and public bodies in the state of Arizona. This handbook is a reference to assist the lobbyists, principals, and public bodies in complying with statutory registration and reporting obligations. This handbook incorporates the 2019 change in law, which removed the notarization requirement from all lobbying forms. The handbook also includes updated forms, an expanded section on frequently asked questions, and user instructions for the new Lobbying Portal located at [lobbying.az.gov](http://lobbying.az.gov).

This publication and the appended forms can be downloaded from our website at [www.azsos.gov](http://www.azsos.gov). The Secretary of State's Office welcomes feedback and suggestions. Please contact the Election Services Division, Lobbying Desk at (602) 364 3219 or via email at [lobbyist@azsos.gov](mailto:lobbyist@azsos.gov) if you have feedback or need further assistance.

---

# CHAPTER 1

## THE FUNDAMENTALS OF LOBBYING IN ARIZONA

### A. What is lobbying?

#### **Lobbying in Arizona means:**

- Attempting to influence the passage or defeat of any legislation by directly communicating with any legislator;
- Attempting to influence any rulemaking proceeding by directly communicating with any state officer or employee; or
- Attempting to influence the procurement of materials, services or construction by a state agency when the person is otherwise required to register as a lobbyist for compensation or is employed by, supervised by at any level, or contracted with a person who is otherwise required to register as a lobbyist for compensation.<sup>1</sup>

#### **Lobbying does NOT include:**

- Interagency communications between state agency employees;
- Communications between a public official or employee of a public body, designated public lobbyist or authorized public lobbyist and any state officer, except for a member of the legislature or an employee of the legislature;
- Oral questions or comments that are made by a person to a state officer or employee regarding a proposed rule while at a meeting or workshop that is open to the public and that is sponsored by a state agency, board, commission, council, or office; or
- Communications between a public body and a person regarding procurement unless the person is otherwise required to register or is employed by, supervised by at any level, or contracted with a person who is otherwise required to register as a lobbyist for compensation pursuant to the existing lobbying statute.<sup>2</sup>

Arizona lobbyist regulation involves disclosure and begins with the registration of either a Principal or Public Body with the Secretary of State's Office.

### B. Who can lobby?

Almost anyone can be a registered lobbyist. However, for someone required to register as a lobbyist, any lobbying must be done on behalf of either a registered Principal or Public Body, and registration as a lobbyist is dependent upon the registration of the Principal or Public Body the lobbyist is representing. In addition, [Chapter 4\(B\)](#) describes certain prohibitions under Arizona's lobbying laws.

---

<sup>1</sup> [A.R.S. § 41-1231\(11\)\(a\)-\(b\)](#).

<sup>2</sup> [A.R.S. § 41-1231\(11\)\(c\)](#).

### **C. Do I have to submit anything to the Secretary of State?**

There are certain documents and reports that must be filed to comply with Arizona law and to maintain proper records with the Secretary of State's Office.

These filings include:

- Registration Forms
- Quarterly Expenditure Reports
- Annual Expenditure Reports
- Registration Amendments

### **D. Who is responsible for filing registrations and reports?**

The Designated Lobbyist (DL) or Designated Public Lobbyist (DPL) may file all registrations, amendments to registrations, and Annual Reports on behalf of the Principal or Public Body that the DL/DPL represents.

All DLs, DPLs, and Lobbyists for Compensation (LFCs) are required to file Quarterly Expenditure Reports even if no expenditures were made.

Authorized Lobbyists (AL) and Authorized Public Lobbyists (APL) have no obligation under the statutes to file any documents with the Secretary of State's Office. However, APLs are responsible for communicating with their DPL to ensure that any expenditure made by the APL will be reported on the DPL's Quarterly Expenditure Report.<sup>3</sup>

Expenditures made by ALs are not required to be reported on the DL's Quarterly Expenditure Report. Rather, they are reported on the Principal's Annual Expenditure Report.<sup>4</sup>

[Chapter 2](#) below provides additional information on registration and reporting.

---

<sup>3</sup> [A.R.S. § 41-1232.03](#).

<sup>4</sup> [A.R.S. § 41-1232.02](#).

## CHAPTER 2 REGISTRATION AND REPORTING

### A. Who needs to register?

**Registration is required for an individual or entity that is listed by a Principal or Public Body on a registration form as a DL, DPL, or LFC.**

Registration is not required for:<sup>5</sup>

- A natural person who appears on his own behalf before a committee of the legislature or before a state officer or employee or a state agency, board, commission, or council to lobby in support of or in opposition to legislation or official action;
- A natural person who, acting in his own behalf, sends a letter to, converses on the telephone with, or has a personal conversation with a state officer or employee for the purpose of supporting or opposing any legislation or official action;
- A duly elected or retained public official, judge or justice, a person duly appointed to an elective public office, or an appointed member of a state, county, or local board, advisory committee, commission, or council acting in their official capacity on matters pertaining to their office, board, advisory committee, commission, or council;
- A person who answers technical questions or provides technical information at the request of a lobbyist or legislator and who makes no expenditures required to be reported by the lobbying laws;
- A person who performs professional services in drafting bills or in advising and rendering opinions to clients as to the construction and effect of proposed or pending legislation;
- An attorney who represents clients before any court or before any quasi-judicial body;
- A person who contacts a state officer or employee solely for the purpose of acquiring information; or
- A natural person who is a member of an association who is not the DL, AL, or LFC for the association and who does not make any expenditures that would otherwise be required to be reported by the lobbying laws if the natural person were a lobbyist, DPL, or APL.

### B. What are the different types of registration?

#### 1. Principals

“Principal” means any person, other than a public body, that employs, retains, engages, or uses a lobbyist, with or without compensation. A principal includes any subsidiary of a corporation.

---

<sup>5</sup> [A.R.S. § 41-1232.04](#).

Principals are represented by lobbyists and must report expenditures that benefit any state officer or employee, including legislators and legislative employees. Each Principal must have one DL. Additionally, a Principal may also include in its registration any LFCs, ALs, or Employees (if the DL is an entity, such as a lobbying firm, and not an individual).

Each Principal may have any number of lobbyists associated with its registration. See page 10 for a flowchart of lobbyist roles and responsibilities.<sup>6</sup>

## 2. Public Bodies

“Public Body” means:

- the Arizona board of regents;
- a university under the jurisdiction of the Arizona board of regents;
- the judicial department;
- any state agency, board, commission, or council;
- any county;
- any county elected officer who elects to appoint a designated public lobbyist; or
- any city, town, district or other political subdivision of this state that receives and uses tax revenues and that employs, retains, engages, or uses, with or without compensation, a DPL or APL.

Each Public Body must have one DPL. Additionally, a Public Body may also include in its registration an APL or Employee (if the DPL or APL is an entity, such as a lobbying firm, and not an individual). Each Public Body may have any number of lobbyists associated with its registration. See [Chapter 2\(B\)\(4\)](#) for a flowchart of lobbyist roles and responsibilities.

**NOTE:** A Public Body must register a paid lobbyist as a DPL or APL, not as an LFC, pursuant to [A.R.S. § 41-1232.01 \(A\)](#).

## 3. Lobbyist<sup>7</sup>

Under [A.R.S. § 41-1231\(12\)](#), “lobbyist” means any person, other than a DPL or APL, who is employed by, retained by, or representing a person other than themselves, with or without compensation, for the purpose of lobbying and who is listed as a lobbyist by the Principal in its registration pursuant to [A.R.S. § 41-1232](#). This statutory definition of lobbyist includes a DL, AL, and LFC.

---

<sup>6</sup> [A.R.S. § 41-1232](#); [A.R.S. § 41-1232.02](#).

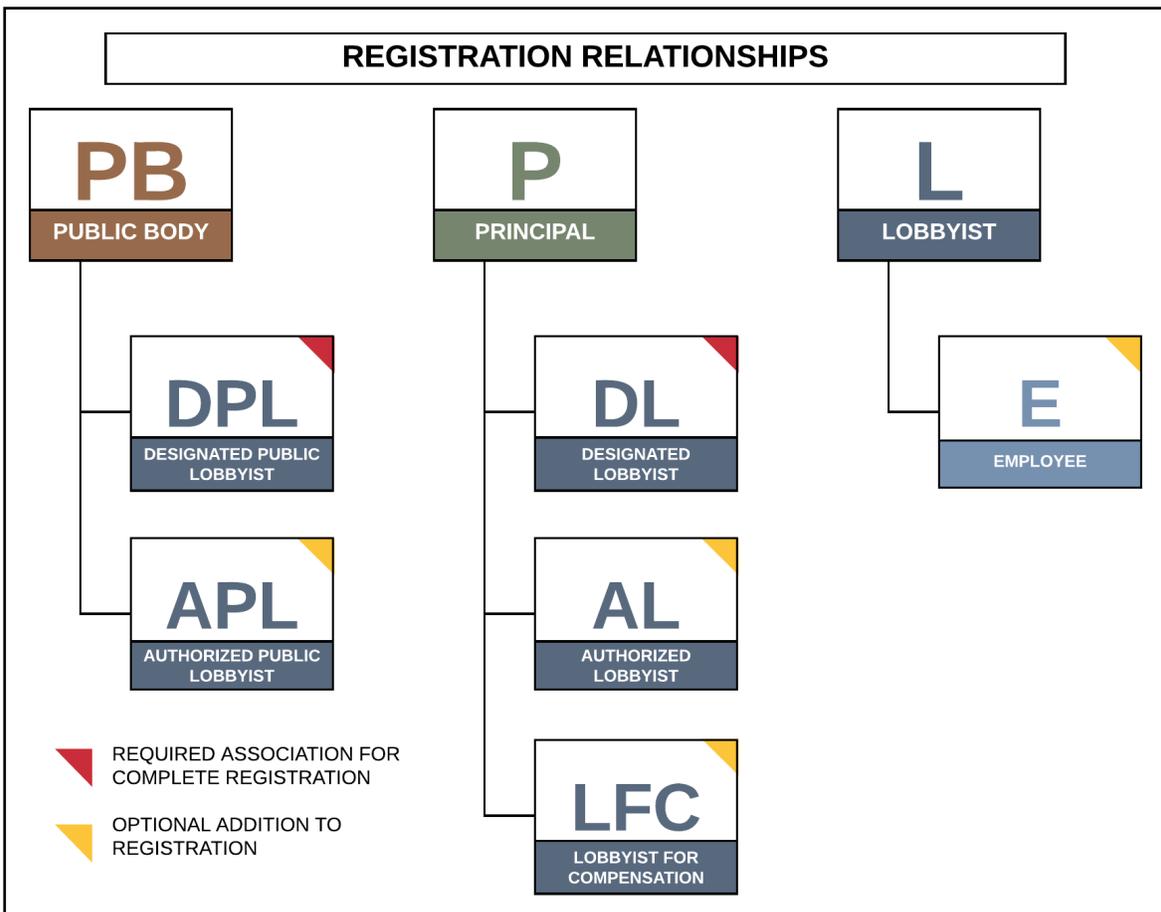
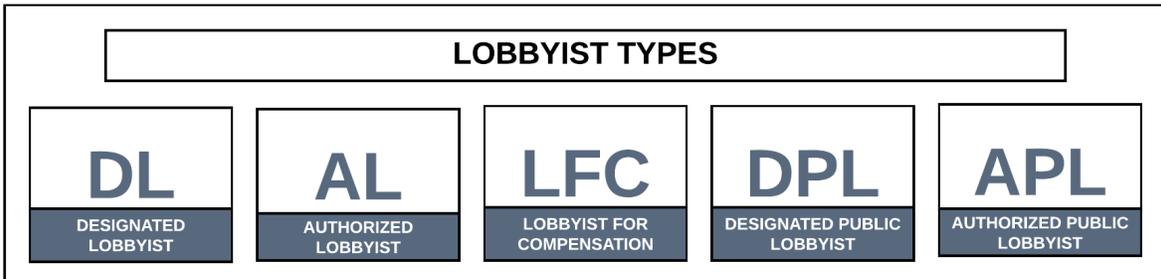
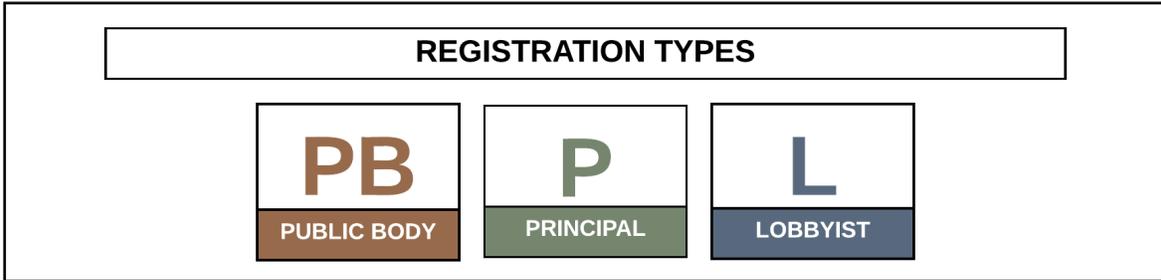
<sup>7</sup> Although [A.R.S. § 41-1231\(12\)](#) excludes DPLs and APLs from the definition of lobbyist, APLs are defined under [A.R.S. § 41-1231\(2\)](#) and DPLs under [A.R.S. § 41-1231\(4\)](#). For the purposes of this handbook, the term lobbyist will include all five types (DL, AL, LFC, DPL, and APL) unless otherwise specified.

A lobbyist who is not an individual (*e.g.*, a lobbying firm) may register as a lobbyist but is required to list on their registration all employees who will be engaging in lobbying. Those employees are subject to the same requirements as any lobbyist.

The registration of a Principal or Public Body must list any of the five types of lobbyists with whom they are engaged. There are three types of lobbyists that may be listed on a Principal Registration (DLs, ALs, and LFCs) and two types of lobbyists that may be listed on a Public Body Registration (DPLs and APLs).

- **Designated Lobbyist (DL):** The person who is designated by a principal as the single point of contact for the principal and who is listed as the DL by the principal in its registration.
- **Authorized Lobbyist (AL):** Any person, other than a designated lobbyist or lobbyist for compensation, who is employed by, retained by, or representing a principal, with or without compensation, for the purpose of lobbying and who is listed as an AL by the principal in its registration.
- **Lobbyist for Compensation (LFC):** A lobbyist who is compensated for the primary purpose of lobbying on behalf of a principal and who is listed by the principal in its registration.
- **Designated Public Lobbyist (DPL):** The person who is designated by a public body as the single point of contact for the public body and who is listed as the DPL by the public body in its registration.
- **Authorized Public Lobbyist (APL):** A person, other than a DPL, who is employed by, retained by, or representing a public body, with or without compensation, for the purpose of lobbying and who is listed as an APL by the public body in its registration.

#### 4. Registration Types and Relationships



### **C. Is there a fee to register?**

A registration fee is collected from a Principal or Public Body during initial registration or registration renewal if the Principal or Public Body employs or retains any person who receives compensation for lobbying.

**Principals:** There is a \$25.00 fee for any Principal who registers a DL who receives compensation for lobbying from the Principal or an LFC.<sup>8</sup>

- A Principal does not pay the \$25.00 fee if the Principal: (1) has not registered an LFC, and (2) has a DL that does not receive any compensation for lobbying for the Principal. In this case, the Principal must complete a ‘fee waiver’ request and select the ‘Waive Fee’ attestation.

**Public Bodies:** There is a \$25.00 fee for any Public Body who registers a DPL who receives compensation for lobbying from the Public Body.<sup>9</sup>

- A Public Body does not have to pay the fee if the DPL for the Public Body does not receive any compensation for lobbying for the Public Body. If no compensated DPL or APL is registered, the Public Body must complete a ‘fee waiver’ request and select the ‘Waive Fee’ attestation.
- A Public Body may have a contract lobbyist, unless the Public Body is prohibited from doing so under [A.R.S. § 41-1234](#).

### **D. When do I need to register?**

Principals, Public Bodies, and their lobbyists must register prior to the first attempt or occasion to lobby if practicable or, in any event, within five business days after any lobbying activity occurs.<sup>10</sup>

---

<sup>8</sup> [A.R.S. § 41-1232\(E\)](#).

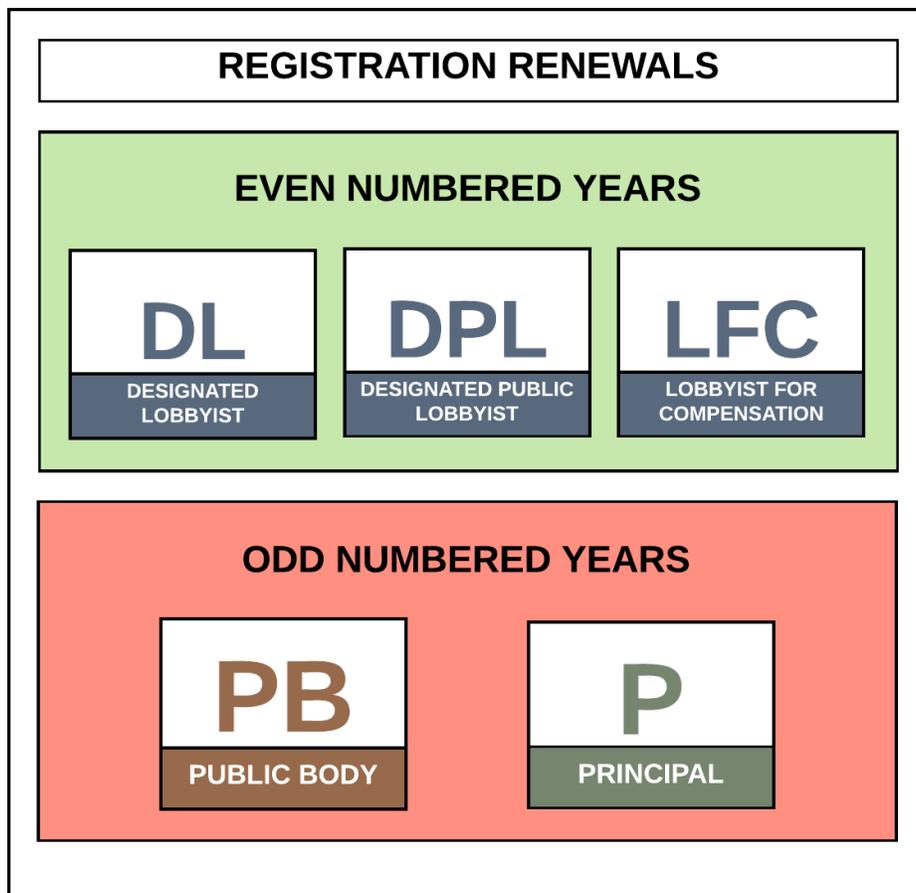
<sup>9</sup> [A.R.S. § 41-1232.01\(E\)](#).

<sup>10</sup> [A.R.S. § 41-1232\(A\)-\(B\)](#); [A.R.S. § 41-1232.01\(A\)-\(B\)](#).

## E. Do I need to renew my registration?

Registration Renewals are filed on a biennial basis.

- **Principals and Public Bodies:** File between December 1 of each even-numbered year through the second Monday in January of each odd-numbered year
- **Lobbyists (DL, DPL, LFC):** File between December 1 of each odd-numbered year through the second Monday in January of each even-numbered year



## CHAPTER 3 EXPENDITURE REPORTING

### A. What expenditures need to be reported?

**Principals, Public Bodies, and their lobbyists, are required to report the following expenditures:**

- A payment, distribution, loan, advance, deposit, or gift of money or anything of value.
  - This includes a contract, promise, or agreement, regardless of whether it is legally enforceable, that provides a benefit to an individual state officer or state employee and is incurred by or on behalf of one or more Principals, Public Bodies, or lobbyists.
- Expenditures for:
  - Speaking engagements;
  - Food or beverages;
  - Travel and lodging; or
  - Flowers.
- Expenses relating to a special event or function to which all members of the legislature, either house of the legislature, or any committee of the legislature are invited.

**For Public Bodies only, the following expenditures are required to be reported:**

- Employee compensation attributable to lobbying activity; or
- Lobbyist reimbursement for:
  - Personal sustenance (made in the course of lobbying)
  - Filing fees;
  - Legal fees;
  - Food or beverages;
  - Speaking engagements;
  - Travel and lodging; or
  - Flowers.

**For Principals, Public Bodies, and their Lobbyists, the following expenditures are not required to be reported:**

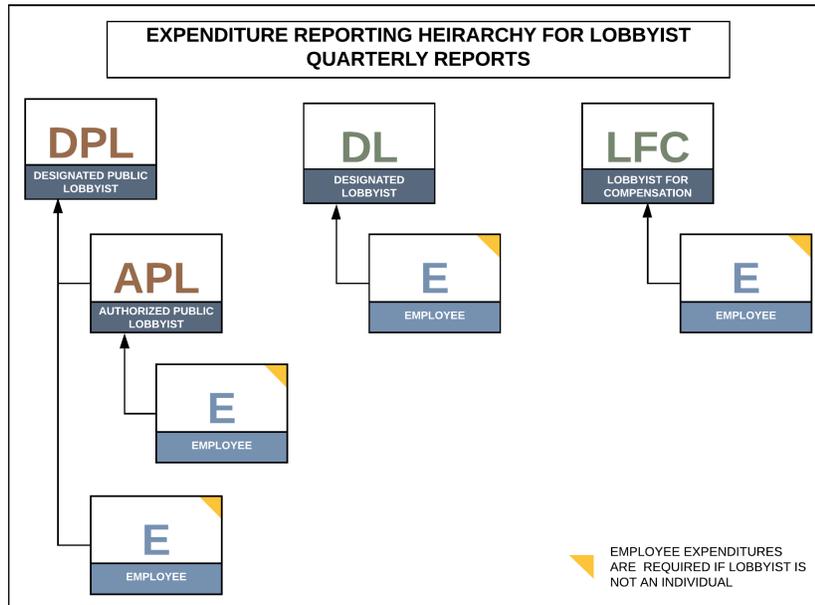
- Expenditures for personal sustenance (made outside the course of lobbying)
- Family gifts;

- Personal hospitality;
- Items excluded from the definition of “gift,” including:
  - A gift, devise, or inheritance from an individual’s spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin or the spouse of any such individual if the donor is not acting as the agent or intermediary for someone other than one of the family members listed.<sup>11</sup>
  - Salary, compensation, or employer reimbursed expenses lawfully paid to a public official.
  - The value, cost, or price of professional or consulting services that are not rendered to obtain a benefit for any registered Principal, Public Body, Lobbyist, DPL, or APL, or the clients of a Principal or lobbyist.
  - A plaque or other similar form of recognition to a state officer or state employee to signify the honorary recognition of a service or other notable accomplishment.
  - Informational material such as books, reports, pamphlets, calendars, or periodicals.

**Principals and their lobbyists** do not have to report the lobbyist’s office expenses, filing fees, legal fees, employees’ compensation, lodging, or travel.<sup>12</sup>

## B. Whose expenditures do I include?

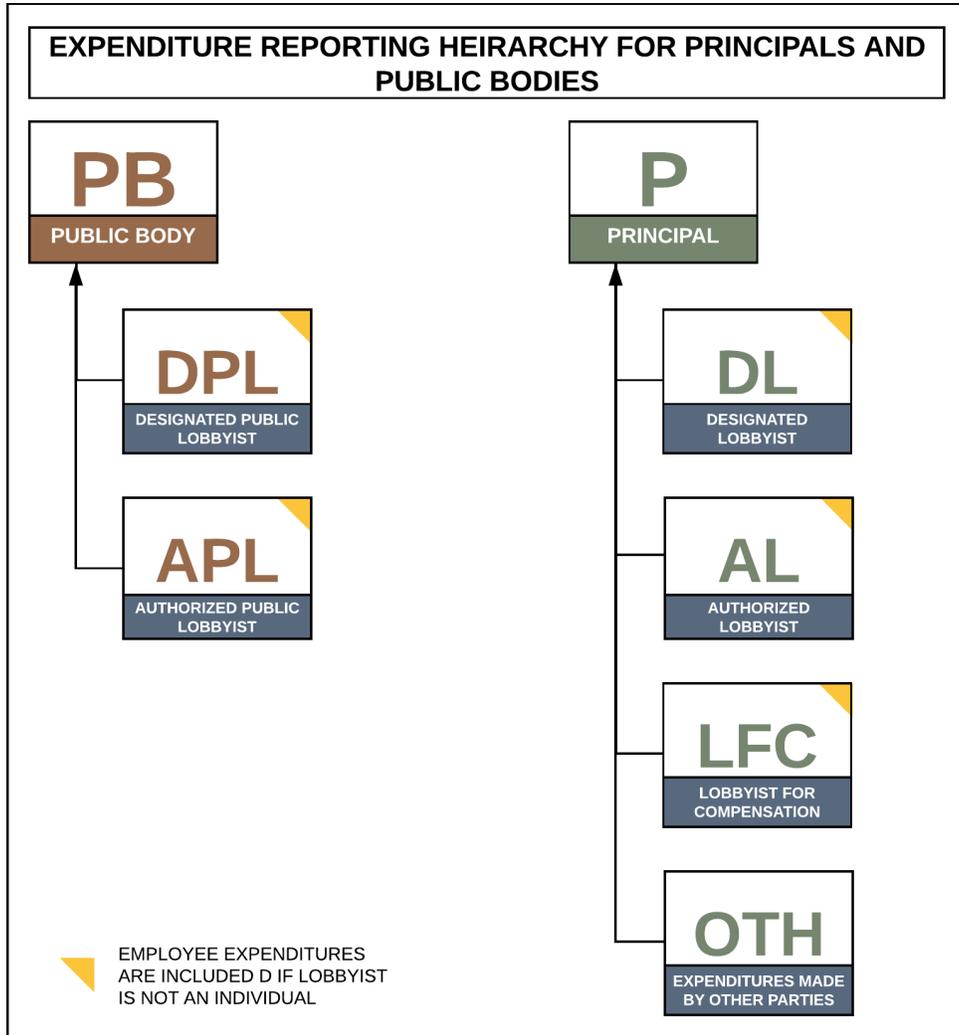
For lobbyists filing their quarterly report, include all expenditures made by any employees if you are a lobbying firm. If you are a DPL, list the expenditures made by any APL that is also listed on the same Public Body registration.



<sup>11</sup> [A.R.S. § 41-1231\(9\).](#)

<sup>12</sup> [A.R.S. § 41-1232.02\(E\).](#)

For Principals and Public Bodies filing their Annual Report, include all expenditures made by any lobbyists listed on your registration.



### C. Expenditure Reporting Categories

Expenditures are reported differently by Principals, Public Bodies, and lobbyists, but can be broken into three main categories:

- **Single Expenditures:** An expenditure that provides a benefit of more than \$20.00 to an individual state officer or state employee that is incurred on behalf of one or more Principals, Public Bodies, or lobbyists.
- **Aggregate Expenditures:** The aggregate of all expenditures of \$20.00 or less received by or benefitting a state officer or employee, whether or not the expenditures were made in the course of lobbying.

- **Special Events:** All expenses incurred by a Principal, Public Body, or lobbyist in the case of special events for legislators (including parties, dinners, athletic events, entertainment, and other functions) to which all members of the legislature, either house of the legislature, or any committee of the legislature are invited.

**Principals must report the following expenditures:**

- Single expenditures made on behalf of the Principal, whether or not made in the course of lobbying, including expenditures made by a DL, AL, LFC, or other persons;
- Aggregate of expenditures of \$20.00 or less made on behalf of the Principal, whether or not made in the course of lobbying, including expenditures made by a DL, AL, LFC or other persons; and
- Expenses incurred for special events.

**Public Bodies must report the following expenditures:**

- Single expenditures made on behalf of the Public Body, whether or not made in the course of lobbying, including expenditures made by a DPL or APL;
- Aggregate of expenditures of \$20.00 or less made on behalf of the Public Body, whether or not made in the course of lobbying, including expenditures made by a DPL or APL;
- All expenditures by the Public Body made to compensate or reimburse any DPL or APL for expenses incurred in the course of lobbying;
- Employee compensation attributable to lobbying for the DPL and all APLs (via an Affidavit of Time Allocation Schedule; and
- Expenses incurred for special events.

**Lobbyists must report the following expenditures:**

- Single expenditures incurred by the lobbyist, whether or not made in the course of lobbying.
  - Expenditures should be itemized separately and should include the Principal or Public Body on whose behalf the expenditure was made. Expenditures not made on behalf of a Principal or Public Body should also be itemized.
- Aggregate of expenditures of \$20.00 or less received by or benefitting a member of the legislature, or a state officer or employee, whether or not made in the course of lobbying.
  - The report must list separately the aggregate of expenditures made on behalf of each public body or principal and the aggregate expenditure amount not made on behalf of any public body or principal.<sup>13</sup>
- Expenses incurred for special events, whether or not made on behalf of a Principal or Public Body.

---

<sup>13</sup> A.R.S. §§ [41-1232.02](#); [41-1232.03](#).

## **D. How do I file reports?**

The Secretary of State's Office is pleased to announce new filing procedures beginning in 2019.

- Notarization is no longer required for any lobbyist forms, effective August 27, 2019. All lobbying reports must be filed under penalty of perjury as per [A.R.S. § 41-1232.07\(B\)](#). Updated filing forms are posted at [azsos.gov/elections/lobbyists](http://azsos.gov/elections/lobbyists).
- Online payment is now available for Principal/Public Body registration and renewal fees at [lobbying.az.gov](http://lobbying.az.gov).
- Online upload of filing forms is now also available at [lobbying.az.gov](http://lobbying.az.gov) for all filings, including those that do not require payment. Please go to [lobbying.az.gov](http://lobbying.az.gov) and select the applicable type of entity (Principal, Lobbyist, Public Body) and filing, upload your document and you will receive a confirmation receipt for submission and email confirmation from the Secretary of State's Office once your filing has been processed.

The removal of the notarization requirement and addition of an online payment and document upload portal means convenient filing from any device with internet access. The Secretary of State's Office is always open to suggestions for improvements in the filing process. Please contact the Election Services Division, Lobbying Desk at (602) 364-3219 or [lobbyist@azsos.gov](mailto:lobbyist@azsos.gov) with your feedback.

## CHAPTER 4 PROHIBITIONS

### **A. What gifts are prohibited under Arizona’s lobbying laws?**

The following gifts are prohibited:

- Expenditures or gifts by a Principal to a state officer or employee (including legislators and legislative employees);
- Expenditures or gifts by a Public Body to a member or employee of the legislature;
- Gifts or expenditures for the above recipients made through another for the purpose of disguising the identity of the giver are prohibited; and
- Gifts with a total value of more than \$10 in any calendar year, or gifts that are designed to influence the recipient’s official conduct are prohibited.

There is an exception to the gift prohibition for an employee of a Public Body. A person representing a Public Body may give a gift to an employee of a Public Body if: (1) the employee is not a public official or a member of the household of a public official; or, (2) if the gift is accepted on behalf of the Public Body and remains the property of the Public Body.<sup>14</sup>

### **B. What acts are prohibited under Arizona’s lobbying laws?**

Certain acts are prohibited under the lobbying laws, including the following:

- Retaining or employing a lobbyist to promote or oppose legislation (including seeking the approval or veto of any legislation by the Governor) on a contingent fee basis, or, for a lobbyist, accepting payment for lobbying on a contingent fee basis;<sup>15</sup>
- Lobbying the legislature for compensation within one year after the person ceases to be a member of the legislature;<sup>16</sup>
- Lobbying the public body that employed the person in a capacity having a significant procurement role in the procurement of materials or construction within one year after the person ceases to be employed by the public body<sup>17</sup>;
- Attempting to influence the vote of any legislator through communication with that legislator’s employer;<sup>18</sup>

---

<sup>14</sup> [A.R.S. § 41-1232.02 \(I\) & \(J\)](#); [A.R.S. § 41-1232.03\(I\) & \(K\)](#).

<sup>15</sup> [A.R.S. § 41-1233\(1\)](#).

<sup>16</sup> [A.R.S. § 41-1233\(2\)](#).

<sup>17</sup> [A.R.S. § 41-1233\(4\)](#).

<sup>18</sup> [A.R.S. § 41-1233\(3\)](#).

- For a state agency, office, department, board, or commission and any person acting on behalf of a state agency, office, department, board, or commission: entering into a contract or other agreement with a person or entity for lobbying services or spending monies for any person or entity to lobby on behalf of that agency, office, department, board, or commission unless that person is a state employee or other specified exception applies;<sup>19</sup>
- Making or promising a campaign contribution to (or soliciting or promising to solicit campaign contributions for) a legislator or the Governor when the legislature is in regular session;<sup>20</sup> and
- Knowingly making any false, forged, counterfeit, or fictitious communication to a legislator, legislative employee, or any state officer that is materially related to any matter within the jurisdiction of the legislature (Class 2 misdemeanor).<sup>21</sup>

### **C. What is the ban on entertainment?**

“Entertainment” means the amount of any expenditure paid or incurred for admission to any sporting or cultural event or for participation in any sporting or cultural activity. [A.R.S. § 41-1231\(5\)](#).

No Principal, Public Body, or lobbyist of any type (including a lobbyist specializing in procurement) may make entertainment expenditures for a state officer or employee. Likewise, state officers and employees are prohibited from accepting entertainment expenditures from Principals, Public Bodies, or lobbyists.

Arizona law also includes prohibitions on lobbyists from making entertainment expenditures for an elected or appointed member of the Corporation Commission, a county Board of Supervisors, a city or town governing body or a school district governing body. [A.R.S. § 41-1232.08\(B\)](#).

The only exceptions to the entertainment ban are:

- Entertainment in connection with a “special event,” which includes parties, dinners, athletic events, entertainment and other functions to which all members of the legislature, either house of the legislature or any committee of the legislature is invited.<sup>22</sup>
- Entertainment incidental to a “speaking engagement,” which means an event, committee, meeting, conference, or seminar if the state officer or employee participates in the event as a speaker or panel participant by presenting information relating to the state officer’s or

---

<sup>19</sup> [A.R.S. § 41-1234\(A\)](#). This prohibition does not apply to any state agency, office, department, board, or commission that is either headed by one or more elected officials or exempt from title 41, chapter 23 for the purposes of contracts of professional lobbyists. The prohibition also does not apply to the employment relationship of a lobbyist who is a state employee directly employed by a state governmental unit for whom the employee acts as a lobbyist or lobbying is part of the employee’s job description. [A.R.S. § 41-1234\(B\)-\(C\)](#).

<sup>20</sup> The prohibition may extend past the end of regular session with regard to the Governor if regular session legislation is pending approval or veto. [A.R.S. § 41-1234.01\(A\)](#).

<sup>21</sup> [A.R.S. § 41-1235](#).

<sup>22</sup> [A.R.S. § 41-1232.02\(F\)](#); [A.R.S. § 41-1232.03\(F\)](#). Special events must be reported.

employee's legislative or official duties or by performing a ceremonial function appropriate to the state officer's or employee's position.<sup>23</sup>

#### **D. What is the penalty for violating the lobbyist laws?**

Knowingly violating any of the lobbyist laws is a Class 1 misdemeanor, punishable by up to 6 months in jail, up to \$2,500 fine, unless another penalty is specifically prescribed. The Attorney General or county attorney of the county in which the alleged offense was committed may investigate and prosecute any alleged lobbying violation.<sup>24</sup>

The Secretary of State is required to refer matters to the Attorney General for investigation and enforcement when the Secretary has reasonable cause to believe a person is violating any provision of the lobbying statutes.<sup>25</sup>

---

<sup>23</sup> [A.R.S. § 41-1231\(21\)](#). Speaking engagement includes state, regional, or national organizational meetings or meetings of their committees regarding legislative or governmental activities. Entertainment incidental to a speaking engagement does not include an honorarium or any other similar fee paid to a speaker.

<sup>24</sup> [A.R.S. § 41-1237](#).

<sup>25</sup> [A.R.S. § 41-1239\(A\)\(2\)](#).

## **CHAPTER 5 TERMINATION**

### **A. How do I terminate a Principal and Public Body?**

Termination of a Principal or Public Body will render the registration inactive and no lobbying as defined in Arizona law may be conducted on their behalf. All prior reports and registration information will be held and maintained as a public record.

A termination form must be filed in order to inactivate the registration. Once processed, the Principal or Public Body and all associated lobbyists who are not otherwise listed on another Principal or Public Body's registration will become inactive and effectively terminated as of the filing date.

The termination form cannot be accepted until all outstanding reports have been filed. A final annual expenditure report covering the current reporting period through the date of termination must be filed with the termination form for it to be accepted.

The registration is only considered terminated once the proper forms and reports have been filed. A Principal or Public Body, and all associated lobbyists, are considered active until that time, regardless of circumstances involving any relationship between the Principal or Public Body and lobbyists unrelated to the paperwork filed with our office.

### **B. How do I terminate a lobbyist?**

When a lobbyist moves to inactive status, the lobbyist will be prohibited from conducting further lobbying activity. Placing a lobbyist into an inactive status occurs in one of two ways: 1) through the termination of the Principal or Public Body registration on which the lobbyist is listed; or, 2) through removing the lobbyist from the Principal or Public Body registration. If the lobbyist is listed on multiple Principal or Public Body registrations, then one of those solutions must be used for every registration through which the lobbyist is registered. A Change of DL/DPL form must be filed in order to remove a DL/DPL from an active Principal or Public Body.

#### **1. Lobbyist termination via Principal or Public Body termination**

Terminating a Principal or Public Body registration through the process outlined in the preceding section will render the lobbyist inactive. Any DL, DPL, or LFC, who is replaced as DL/DPL or for whose Principal or Public Body a termination is filed, is still required to file any outstanding reports, including the Quarterly Expenditure Report for the quarter in which the termination was filed. If they are an AL or APL, they must inform the DL/DPL of any expenditures made for any outstanding reports, including the one covering the quarter in which the termination was filed.

#### **2. Lobbyist termination via removal from the Principal or Public Body registration**

Removing a lobbyist from a Principal or Public body registration may be accomplished in one of two ways depending on the type of lobbyist.

**a. Termination of DL or DPL**

Lobbyists who are DLs or DPLs may only be removed from an active Principal or Public Body registration if they are replaced by another lobbyist. A Principal or Public Body cannot be properly registered without a DL or DPL. In order to remove the existing DL or DPL, a “Change of Designated Lobbyist” form must be filed. This form will list a replacement lobbyist who will become the new DL or DPL and inactivate the current DL or DPL.

**b. Termination of AL, APL, or LFC**

These three types of lobbyists may be removed from a Principal or Public Body’s registration using an “Add or Remove Lobbyist” form.

If any lobbyist is listed on multiple Principal or Public Body registrations, they will be considered active in whatever capacity they are registered until the proper termination paperwork has been filed with the Secretary of State’s Office.

## CHAPTER 6 ADDITIONAL RESOURCES

### A. New Procedures for 2020

As discussed above, the provisions of [A.R.S. § 41-1236](#) requiring all reports and statements to be made under oath before an officer authorized by law to administer oaths has been replaced with new statutory language allowing all reports and statements be made under penalty of perjury. This allows all forms to be submitted to the Secretary of State's Office electronically.

All of our forms have been updated to accommodate this change and are available at <https://azsos.gov/elections/lobbyists>. Complete forms can be submitted via email to [lobbyist@azsos.gov](mailto:lobbyist@azsos.gov) or through our new submission portal located at <https://lobbying.az.gov>.

The submission portal is a new way to file your forms and you can, for the first time ever, pay your registration fee online rather than visiting our office in-person or mailing in a check.

**KATIE HOBBS**  
SECRETARY OF STATE

STATE OF ARIZONA

CONTACT US

**Welcome**

Welcome to the Lobbying filing upload site and payment portal. Thank you for filing with the Arizona Secretary of State.

Your submission will be reviewed within three to five (3-5) business days, and a separate confirmation email will be issued once your filing has been processed.

If you are submitting a Principal or Public Body Registration or Registration Renewal and accompanying \$25.00 payment, a receipt will be generated at check out.

- It is absolutely vital that the Principal/Public Body Registration/Renewal form, including the Record of Lobbyists attachment form, be uploaded at the time of payment. Please verify that the principal/public body name, designated lobbyist name, registration/renewal fee payment, and contact information are accurate. Failure to include this information will slow processing of your filing.
- If your principal/public body registration/renewal filing is deficient, your ability to lobby will be affected. Your lobbying specialist will contact you to help correct any deficiency or defects found in the filing.
- For your convenience, you can make secure payments 24 hours a day, seven days a week. We accept Visa, MasterCard, American Express and Discover, as well as electronic checks, known as ACH transactions.

Please give extra time for processing during heavy filing periods.

Thank you for filing with us!

For more information on Lobbying in Arizona, please see our home page at <https://azsos.gov/elections/lobbyists>

If you have any questions, or if we may be of any assistance, please do not hesitate to contact us.

Secretary of State Katie Hobbs  
Lobbying Division  
602.364.3219

**Important Links**

- Lobbying Home Page
- Lobbyist Records
- Electronic Lobbyist Filing
- Historical Expenditure Summaries
- Calendar
- Terms of Use

Principal

Lobbyist

Public Body

## B. Expenditure Reporting Quick Reference Guide

- Designated Lobbyist Quarterly Expenditure Report – does not include Authorized Lobbyist expenditures (AL expenditures reported on Principal Annual only).<sup>26</sup>
- Designated Public Lobbyist Quarterly Expenditure Report – does include Authorized Public Lobbyist expenditures.<sup>27</sup>
- Principal Annual Report of Lobbying Expenditures – does not include reportage of lobbyist compensation.<sup>28</sup>
- Public Body Annual Report of Lobbying Expenditures – does include reporting of employee and lobbyist compensation. In addition, Public Bodies are required to apportion employee compensation for time spent lobbying (*see* Affidavit of Time Allocation Schedule).

## C. Filing and Reporting Deadlines

### 1. All Lobbyists, Principals, and Public Bodies

Biennial Registration/Renewal			
Who Must Register or Renew	When to file	2020	2021
Principal Public Body	December 1 of each even-numbered year through second Monday of January of each odd-numbered year		12/1/20 – 1/11/21
Designated Lobbyist Designated Public Lobbyist Lobbyist for Compensation	December 1 of each odd-numbered year through second Monday of January of each even-numbered year	12/1/19– 1/13/20	

<sup>26</sup> [A.R.S. § 41-1232.02\(B\).](#)

<sup>27</sup> [A.R.S. § 41-1232.03\(B\).](#)

<sup>28</sup> [A.R.S. § 41-1232.02 \(E\).](#)

## 2. Designated Lobbyists, Designated Public Lobbyists, and Lobbyists for Compensation

Quarterly Expenditure Reports				
Quarter	Time Period Attested to in Report	For 2019, file between:	For 2020, file between:	For 2021, file between:
Q1	Jan 1 – Mar 31	4/1/19 – 4/30/2019	4/1/20 – 4/30/20	4/1/21 – 4/30/21
Q2	Apr 1 – Jun 30	7/1/19 – 7/31/19	7/1/20 – 7/31/20	7/1/21 – 7/31/21
Q3	Jul 1 – Sep 30	10/1/19 – 10/31/19	10/1/20 – 10/31/20	10/1/21 – 10/31/21
Q4	Oct 1 – Dec 31	1/1/20 – 1/31/20	1/1/21 – 1/31/21	1/1/22 – 1/31/22

## 3. Principals or Public Bodies by Designated Lobbyist or Designated Public Lobbyist

Annual Expenditure Report		
Time Period Attested to in Report	Year	When to File
January 1 – December 31	2019	1/1/20– 3/1/20
	2020	1/1/21 – 3/1/21
	2021	1/1/22 – 3/1/22

## D. Quick Guide Regarding What to File

<b>PRINCIPALS/PUBLIC BODIES (P/PB)</b>
<b>P/PB Registration</b> <ul style="list-style-type: none"><li>• File between December 1 of each even-numbered year (2018) through the second Monday in January of each odd-numbered year (first day of Legislative session – January 14, 2019)</li><li>• Requires P/PB Record of Lobbyists if persons in addition to DL/DPL are retained for the purpose of lobbying</li></ul>
<b>P/PB Change Designated Lobbyist/Designated Public Lobbyist</b> <ul style="list-style-type: none"><li>• File as needed to transfer filing responsibilities to a new DL/DPL for the P/PB</li></ul>
<b>P/PB Annual Report</b> <ul style="list-style-type: none"><li>• File between January 1 and March 1 for the previous calendar year</li><li>• Principals must report expenditures benefitting state officers/employees; Public Bodies must report expenditures benefitting legislators/legislative employees</li><li>• Report total single expenditures (over \$20) on behalf of the P/PB, whether or not made in the course of lobbying.</li><li>• Report aggregate expenditures of \$20 or less on behalf of the P/PB, whether or not made in the course of lobbying</li><li>• Expenditures made by the PB to compensate/reimburse/DPL/APL</li><li>• Special Event Expenditures</li></ul>
<b>Terminate Registration</b> <ul style="list-style-type: none"><li>• The termination form cannot be accepted without the final Annual Report for P/PB</li></ul>

**DESIGNATED LOBBYISTS (DL); DESIGNATED PUBLIC LOBBYISTS (DPL);  
LOBBYISTS FOR COMPENSATION (LFC)**

**Lobbyist Registration**

- File between December 1 of each odd-numbered year (2019) through the second Monday in January of each even-numbered year (first day of Legislative session – January 13, 2020)
- Include P/PB Record of Lobbyists if filer has employees who act as lobbyists

**Lobbyist Quarterly Expenditure Report**

- File four times a year for the previous quarter, except the fourth quarter which also requires a cumulative total for the calendar year.
- Those representing Principals must report expenditures benefitting any state officers/employees; those representing Public Bodies must report expenditures benefitting legislators/legislative employees
- Report total single expenditures (over \$20), whether or not made in the course of lobbying.
- Report aggregate expenditures of \$20 or less, whether or not made in the course of lobbying
- Special events expenditures

**LOBBYISTS (DL, DPL & AL) AND PRINCIPALS/PUBLIC BODIES (P/PB)**

**Add or Remove Lobbyists and Employees**

- File as needed
- File to add or remove lobbyists from the P/PB's registration or employees from a lobbying firm

**Change of Name and Contact Information**

- File as needed
- File to make changes to or update the name of a P/PB or lobbyist and/or update contact information

## CHAPTER 7 FREQUENTLY ASKED QUESTIONS

### A. REGISTRATION

#### 1. *How do I add or remove a lobbyist from the Principal's or Public Body's registration?*

The DL/DPL files an amendment to the registration indicating the addition or removal of the lobbyist. This is the same form you would use to add or remove employees from a DL/DPL. This and other forms are available online at [azsos.gov/elections/lobbyists](https://azsos.gov/elections/lobbyists).

A DL/DPL may not be removed from a registration with an add/remove form. A Change of DL/DPL or Terminate Registration form and accompanying final Annual Report of lobbying expenditures must be filed.

### B. REPORTING

#### 1. *What must be reported on an Annual Report?*

For Principals, all expenditures benefitting any state officer or employee must be reported. For Public Bodies, all expenditures benefitting any state legislator or legislative employee must be reported. For both Principals and Public Bodies, this includes all expenditures included on any DL/DPL/LFC Quarterly Expenditure Report as attributable to the Principal or Public Body during the calendar year, as well as all direct expenditures the Principal made that benefitted state officers or employees or that the Public Body made that benefitted any state legislator or legislative employee.<sup>29</sup>

#### 2. *What expenditures made by authorized lobbyists and authorized public lobbyists are required to be reported?*

The expenditures made by an APL registered to a Public Body are required to be reported by the DPL as part of their Quarterly Expenditure Report.

**NOTE:** This provision does not apply to ALs for Principals.<sup>30</sup>

#### 3. *Can a lobbyist who invites a legislator to a charity or benefit event properly report only the cost/value of food and beverage for the event when the total cost per person paid by the lobbyist for the event far exceeds the cost of the food and beverage?*

No. Each LFC and DL must report the total cost incurred per person for the event as a single expenditure on the quarterly report. A single expenditure is “an expenditure that provides a benefit of

<sup>29</sup> [A.R.S. § 41-1232.02\(A\)](#); [A.R.S. § 41-1232.03\(A\)](#).

<sup>30</sup> [A.R.S. § 41-1232.02\(B\), \(C\)](#).

more than twenty dollars to an individual state officer or state employee and that is incurred by or on behalf of one of more principals, public bodies, lobbyists, designated public lobbyists or authorized public lobbyists.”<sup>31</sup> All expenditures must be reported as one of the following five categories: (1) food and beverage, (2) speaking engagement, (3) travel and lodging, (4) flowers, and (5) other expenditures.<sup>32</sup>

Charity or benefit events raise money for a specific purpose or organization, while at the same time allowing the attendees to enjoy the festivities. Often the event includes dinner, cocktails, and some form of entertainment. Organizations putting on such events often sell individual seats and make various levels of sponsorships available that include a certain number of tables or seating with the sponsorship. Such sponsorships may increase in price in exchange for better seating, or perhaps in exchange for the opportunity to have a distinguished guest join the table, all in the interest of maximizing the amount of funds raised for an organization. If a lobbyist sponsors an event and hosts a legislator at the sponsored table, the single expenditure amount incurred by the lobbyist is the total cost of the sponsorship divided by the number of seats at the table (*see* [Question 4](#) below for a specific example).

***4. I invited five members of the legislature to sit at my \$10,000 “Platinum” table (seats 10) at a local benefit event. All five attended. How should I report this expenditure?***

The expenditure would be reported as a single expenditure for each individual legislator, including: the name of the legislator, date of the event, and amount spent for each legislator. In this example, the cost of the table (\$10,000) would be divided by the number of seats (10) in order to determine the cost per person. That cost per person (\$1,000) would be reported for each of the five legislators (\$1,000 per legislator). The expenditure report should not include personal costs or the cost of non-legislators.<sup>33</sup>

***5. Should I report based on when the expenditure was made or when the invoice is paid?***

The expenditure should be reported with the date that the state officer or employee received the benefit of the expenditure, not the date the lobbyist was invoiced.

***6. Do I have to file quarterly reports even if I do not have expenditures?***

Yes, all DLs, DPLs and LFCs are required to file quarterly reports even if no expenditures were made. Simply input zeros on the first page of the report. Not filing a report will result in a Corrective Action Notice reminder to file from the Secretary of State’s Office and continued failure to file is referred to the Attorney General for enforcement.<sup>34</sup>

---

<sup>31</sup> [A.R.S. § 41-1231\(19\)](#).

<sup>32</sup> [A.R.S. § 41-1232.02\(D\)](#); [A.R.S. § 41-1232.03\(D\)](#).

<sup>33</sup> [A.R.S. § 41-1232.02\(B\)](#).

<sup>34</sup> [A.R.S. § 41-1232.02\(H\)](#); [A.R.S. § 41-1232.03\(H\)](#).

**7. *The previous DL/DPL left the firm/agency/state and did not file the P/PB's required Annual Report. May I, as the new DL/DPL, file the missing Annual Report that covers the period during which the previous DL/DPL represented the P/PB?***

Yes, the new DL/DPL may file the missing Annual Report on behalf of the P/PB. It is preferable for the prior DL/DPL to file the report because of the requirement to swear to the accuracy of the information but the obligation to file the Annual Report rests with the P/PB so the new DL/DPL may file it on the P/PB's behalf.<sup>35</sup>

**8. *I am the DPL for a state agency and I am completing the Annual Report. What is the Affidavit of Time Allocation? How do I complete this information?***

A PB is required to report employee compensation based on lobbying activity and the Affidavit of Time Allocation is an attestation that the PB has an established time allocation schedule to manage this requirement and that the assigned duties of the DPL and APL have not been significantly altered from the previous year. In order to calculate the total dollar amount of employee compensation, first calculate each individual lobbyist's total by determining the lobbyist's hourly salary and multiplying by the number of hours attributable to lobbying for that year. Once this is complete for all the PB's lobbyists, combine the subtotals to determine the final total that you will include on the Affidavit.<sup>36</sup>

**9. *I need to correct information that I included in my Quarterly Expenditure Report. How can I fix it?***

Submit a corrected report with "AMENDED" noted on top of the first page. If the report was filed using the ELF Application, log-in online and select the filing period for the report that needs amending. Follow the system prompts. Make all the corrections needed, then click "file report."

**10. *Does an expenditure made by a P/PB have to be reported on my lobbyist Quarterly Expenditure Report if I am the DL or LFC?***

No. The expenditure made by the P/PB is reported by the P/PB on the Annual Report along with any expenses that a lobbyist made on the P/PB's behalf.<sup>37</sup>

**11. *I am a lobbyist and sent flowers to members of the legislature. Do I need to include this in my Quarterly Expenditure Report?***

Yes. This is one of the single expenditure categories that must be reported.<sup>38</sup>

---

<sup>35</sup> [A.R.S. § 41-1236.](#)

<sup>36</sup> [A.R.S. § 41-1232.03\(A\).](#)

<sup>37</sup> [A.R.S. § 41-1232.02\(A\); A.R.S. § 41-1232.03\(A\).](#)

<sup>38</sup> [A.R.S. § 41-1232.02\(D\)\(4\).](#)

***12. I took several members of the legislature to lunch as a means of networking, but not on behalf of a specific client. Do I still have to report this?***

Yes. Since the expenditure was not made on behalf of a client, the expenditure would be reported on the Quarterly Expenditure Report designated as “Single Expenditures NOT MADE on Behalf of a Principal or Public Body.”<sup>39</sup>

***13. I took a legislator to lunch. We did not talk shop, but my client reimbursed me for the cost of the lunch. How should I report this expenditure?***

In the Quarterly Expenditure Report, the lunch should be reported as “on behalf of” the Principal/Public Body.<sup>40</sup>

## **C. PROCUREMENT LOBBYING**

***1. What is procurement lobbying?***

Procurement lobbying is the attempt to influence the procurement of materials, services or construction by a state agency.<sup>41</sup> Whether you are required to register depends on several factors.

***2. How do I know if I need to register for procurement lobbying?***

Registration is required if you are already a registered LFC and influence legislation or rulemaking or you are employed by, supervised at any level by, or contracted by a person who is an LFC who influences legislation or rulemaking. Registration is not required if you are not an LFC and you are not employed by, supervised at any level by, or contracted by a person who is an LFC who influences legislation or rulemaking.

***3. I am a procurement lobbyist and I do not lobby at the legislature or attempt to influence any rulemaking, but I often communicate with procurement officers. Do I have to register?***

No. If you are not otherwise required to register as a lobbyist, you do not have to register. However, if you are supervised at any level by a person who is required to register as an LFC, you are required to register as a lobbyist.

---

<sup>39</sup> [A.R.S. § 41-1232.02\(B\)](#).

<sup>40</sup> [A.R.S. § 41-1232.02\(B\)](#); [A.R.S. § 41-1232.03\(B\)](#).

<sup>41</sup> Procurement is defined in [A.R.S. § 41-2503\(32\)](#). Procurement lobbyist ethics are covered in [A.R.S. §§ 38-503-38-505](#), [41-741](#), [41-753](#), [41-2503](#), and [41-2517](#).

4. *I lobby in the procurement arena and while I am not lobbying the legislature or any agency regarding rulemaking, I work for a registered lobbyist. Do I have to register?*

Yes, if you are supervised by, employed by, or contracted by an LFC.

5. *I own my own lobbying firm and I am currently registered as the Designated Lobbyist for some organizations, a Lobbyist for Compensation for other corporations, and an Authorized Lobbyist for some associations. I have retained a new client for procurement lobbying although this client is not contracting for any lobbying involving legislation or rulemaking. Does the new client have to register as a principal?*

Yes, since you are registered as an LFC, your client needs to register as a principal.

6. *Our firm was recently hired for procurement lobbying and our contract with this client does not include lobbying the legislature or an agency for rulemaking. Does the client who hired us for procurement need to register as a principal?*

Yes, if you or your employer is a registered LFC, then your client must register as a principal.

7. *I work for a firm in which some of my colleagues lobby on behalf of clients at the legislature. I do not lobby at the legislature or attempt to influence any rulemaking. I help my clients navigate the state procurement process. Do I need to register and disclose my status as a lobbyist?*

Yes, if you are attempting to influence the procurement process and you are supervised at any level of your company hierarchy by an LFC.

8. *How do the public officials know I am a procurement lobbyist?*

You are required to disclose your status as a lobbyist and the name of your client to any public official or employee of a public body each time you are lobbying.<sup>42</sup>

---

<sup>42</sup> [A.R.S. § 41-1233.01](#).

***9. I am a sales/marketing associate for a corporation and I occasionally discuss my company's products with public entities. I am not a registered lobbyist, but my company's CEO is a registered lobbyist. Does this mean I am required to register because of my procurement activities?***

Yes, if the CEO is an LFC. The law requires you to register if you are supervised at any level by an LFC. Although you are fulfilling a traditional sales/marketing role, any communication between you and a public body regarding the procurement of materials, services, or construction is lobbying.<sup>43</sup>

***10. Am I prohibited from lobbying a public body in the procurement arena if I was employed by the public body?***

Yes, if you had a significant procurement role with the public body, you are prohibited from engaging in procurement lobbying for one year after your employment ended with the public body.<sup>44</sup>

***11. What is a significant procurement role?***

A significant procurement role is defined in statute as including any of the following duties: participating in the development of a procurement; participating in the development of an evaluation tool; approving a procurement or an evaluation tool; soliciting quotes greater than \$10,000; serving as a technical advisor or evaluator who evaluates a procurement; recommending or selecting a vendor; or serving as decision maker or designee on a protest or an appeal by a party regarding an agency procurement selection or decision.<sup>45</sup>

***12. How can I find out more about a significant procurement role? How will I know if this applies to me or my clients?***

The State Procurement Office has developed a webpage that will be used to post the date of the signing of the first non-disclosure statement or request for a sole source or competition impracticable procurement. For additional resources to help you navigate the procurement process in Arizona, visit <https://spo.az.gov/>.

---

<sup>43</sup> [A.R.S. § 41-1231\(11\)\(C\)\(iv\)](#).

<sup>44</sup> [A.R.S. § 41-1233](#); [A.R.S. § 41-2517](#).

<sup>45</sup> [A.R.S. § 41-2503\(36\)\(a\)](#).

## **D. TERMINATION**

- 1. I filed my 2nd Quarter Expenditure Report and I terminated my lobbyist registration on July 2nd. Why am I receiving a reminder to file a 3rd Quarter Expenditure Report when I terminated?*

The date of your termination determines the last report due. Since you were still registered on the first day of the next quarter, you are required to report for that full third quarter.

- 2. I am a DL for a Principal that did not re-register. Why are the Principal and I still receiving reminders to file reports?*

Biennial registration is a separate requirement from termination. If the Principal no longer wants to employ a lobbyist or conduct lobbying activity, the Principal must submit a Terminate Registration form, which cannot be accepted without the final Annual Report. If you only provide the Termination Registration form without the final Annual Report, it cannot be accepted, and the Principal will continue to be responsible for reports.

- 3. Can I email the Terminate Registration form?*

Yes, provided the fillable PDF is properly completed and signed with the electronic signature of the DL. Remember to submit the final Annual Report with your Terminate Registration form.

- 4. I have terminated my registration as a lobbyist but still owe a Quarterly Expenditure Report. Can I still file that electronically?*

No. Once your status as a lobbyist is terminated, the electronic lobbyist account is also terminated, preventing you from logging back on to file future reports. A fillable PDF report must be submitted by the filing deadline to avoid penalties.

## **E. COMPLIANCE**

- 1. I missed the deadline to file my Quarterly Expenditure Report and received a corrective action notice from the Secretary of State. How can I come into compliance?*

It is necessary for you to file any missing reports as soon as possible. A corrective action notice indicates that you are in violation of Arizona law and it is a precursor to a reasonable cause notice and compliance order by the Attorney General's Office, which may subject you to civil penalties. File your report immediately or contact the Secretary of State's Office for assistance.<sup>46</sup>

---

<sup>46</sup> [A.R.S. § 41-1237.01](#).

***2. The previous DL/DPL is no longer working with or contracted by the P/PB, but we received a compliance letter for their missing Quarterly Expenditure Report. Can the new DL sign the Quarterly Expenditure Report on behalf of the previous DL?***

No. The Quarterly Expenditure Report is specific to the DL/DPL and may not be signed by anyone else. Please contact the Secretary of State's Office to provide the previous DL/DPL's forwarding contact information so you will stop receiving these notices.

***3. Why can't I file the Annual Report on the Electronic Lobbyist Filing (ELF) Program?***

At this time, and for the foreseeable future, the ELF Program only accepts Lobbyist Quarterly Expenditure Reports. P/PB Annual Reports, P/PB registrations and P/PB registration amendments must be filed using a fillable PDF with an electronic signature. These forms may be uploaded to the Lobbying Filing and Payment website at [www.lobbying.az.gov](http://www.lobbying.az.gov), or emailed to [lobbyist@azsos.gov](mailto:lobbyist@azsos.gov).

# APPENDIX A GLOSSARY OF FORMS

The Lobbying forms have been re-created for 2020 and have been color coded and labeled to help assist with choosing the correct form.

## Registration Forms



### PRINCIPAL - PUBLIC BODY

### PRINCIPAL/PUBLIC BODY REGISTRATION

FILE ONLINE AT [LOBBYING.AZ.GOV](http://LOBBYING.AZ.GOV) OR E-MAIL TO: [LOBBYIST@AZSOS.GOV](mailto:LOBBYIST@AZSOS.GOV)

• \$25 REGISTRATION FEE DUE AT THE TIME OF FILING

ENTITY TYPE: PRINCIPAL REGISTRATION TYPE: INITIAL

NAME OF PRINCIPAL/PUBLIC BODY		P/PB ID NUMBER	
E-MAIL OF PRINCIPAL/PUBLIC BODY CONTACT		BUSINESS TELEPHONE	
BUSINESS ADDRESS	CITY	STATE	ZIP CODE

DESIGNATED LOBBYIST/DESIGNATED PUBLIC LOBBYIST		LOBBYIST ID NUMBER	
E-MAIL ADDRESS		BUSINESS TELEPHONE	
BUSINESS ADDRESS	CITY	STATE	ZIP CODE

#### PRINCIPALS ONLY

- Please explain the nature of the primary business or activity, issue, interest, or purpose of the principal:
- Term of engagement of designated lobbyist:  Indefinite  
 From: To:
- List the state entities the lobbyist *has been engaged or designated by the principal to lobby*, including the legislature and state agencies, boards, commissions or councils:

#### PRINCIPALS AND PUBLIC BODIES

EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED

By signing, I declare under penalty of perjury that the information provided on this form is true, complete, and correct.

Name of Designated Lobbyist/Designated Public Lobbyist      /S/      Conformed Signature of Designated Lobbyist/Designated Public Lobbyist

NOTICE: A Principal/Public Body must file an amended registration reporting any change in the information prescribed on this form within five business days. Use Amendment Form to file an amended registration.  
Page 1 of 1      A.R.S. §§ 41-1232, 41-1232.01

**PRINCIPAL REGISTRATION ATTACHMENT: RECORD OF LOBBYISTS**

The Record of Lobbyists is only required if any lobbyists, other than the Designated Lobbyist, will be lobbying on behalf of the Principal/Public Body.

NAME OF PRINCIPAL	PRINCIPAL ID NUMBER
-------------------	---------------------

NAME OF LOBBYIST or LOBBYING ENTITY	ID NUMBER (IF AVAILABLE)		
E-MAIL ADDRESS	PHONE NUMBER		
BUSINESS ADDRESS	CITY	STATE	ZIP CODE

TYPE OF LOBBYIST (CHECK ONLY ONE)  
 Lobbyist for Compensation  Authorized Lobbyist

EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (describe)

NAME OF LOBBYIST or LOBBYING ENTITY	ID NUMBER (IF AVAILABLE)		
E-MAIL ADDRESS	PHONE NUMBER		
BUSINESS ADDRESS	CITY	STATE	ZIP CODE

TYPE OF LOBBYIST (CHECK ONLY ONE)  
 Lobbyist for Compensation  Authorized Lobbyist

EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (describe)

NAME OF LOBBYIST or LOBBYING ENTITY	ID NUMBER (IF AVAILABLE)		
E-MAIL ADDRESS	PHONE NUMBER		
BUSINESS ADDRESS	CITY	STATE	ZIP CODE

TYPE OF LOBBYIST (CHECK ONLY ONE)  
 Lobbyist for Compensation  Authorized Lobbyist

EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (describe)

NAME OF LOBBYIST or LOBBYING ENTITY	ID NUMBER (IF AVAILABLE)		
E-MAIL ADDRESS	PHONE NUMBER		
BUSINESS ADDRESS	CITY	STATE	ZIP CODE

TYPE OF LOBBYIST (CHECK ONLY ONE)  
 Lobbyist for Compensation  Authorized Lobbyist

EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (describe)

**PUBLIC BODY REGISTRATION ATTACHMENT: RECORD OF LOBBYISTS**

The Record of Lobbyists is only required if any lobbyists, other than the Designated Lobbyist, will be lobbying on behalf of the Principal/Public Body.

NAME OF PUBLIC BODY	ID NUMBER
---------------------	-----------

NAME OF AUTHORIZED PUBLIC LOBBYIST	ID NUMBER (IF AVAILABLE)
------------------------------------	--------------------------

E-MAIL ADDRESS	PHONE NUMBER
----------------	--------------

BUSINESS ADDRESS	CITY	STATE	ZIP CODE
------------------	------	-------	----------

TYPE OF LOBBYIST (CHECK ONLY ONE)

Authorized Public Lobbyist

EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (describe)

NAME OF AUTHORIZED PUBLIC LOBBYIST	ID NUMBER (IF AVAILABLE)
------------------------------------	--------------------------

E-MAIL ADDRESS	PHONE NUMBER
----------------	--------------

BUSINESS ADDRESS	CITY	STATE	ZIP CODE
------------------	------	-------	----------

TYPE OF LOBBYIST (CHECK ONLY ONE)

Authorized Public Lobbyist

EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (describe)

NAME OF AUTHORIZED PUBLIC LOBBYIST	ID NUMBER (IF AVAILABLE)
------------------------------------	--------------------------

E-MAIL ADDRESS	PHONE NUMBER
----------------	--------------

BUSINESS ADDRESS	CITY	STATE	ZIP CODE
------------------	------	-------	----------

TYPE OF LOBBYIST (CHECK ONLY ONE)

Authorized Public Lobbyist

EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (describe)

NAME OF AUTHORIZED PUBLIC LOBBYIST	ID NUMBER (IF AVAILABLE)
------------------------------------	--------------------------

E-MAIL ADDRESS	PHONE NUMBER
----------------	--------------

BUSINESS ADDRESS	CITY	STATE	ZIP CODE
------------------	------	-------	----------

TYPE OF LOBBYIST (CHECK ONLY ONE)

Authorized Public Lobbyist

EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (describe)



LOBBYIST

LOBBYIST REGISTRATION

FILE ONLINE AT LOBBYING.AZ.GOV OR E-MAIL TO: LOBBYIST@AZSOS.GOV

REGISTRATION TYPE: CHOOSE ONE ▾ LOBBYIST TYPE: CHOOSE ONE ▾

NAME OF LOBBYIST/LOBBYING FIRM LOBBYIST ID NUMBER

E-MAIL ADDRESS BUSINESS TELEPHONE

BUSINESS ADDRESS CITY STATE ZIP CODE

CHECK ALL THAT APPLY:

- DESIGNATED LOBBYIST
- DESIGNATED PUBLIC LOBBYIST
- LOBBYIST FOR COMPENSATION

- IF REGISTRANT HAS EMPLOYEES WHO ACT AS LOBBYISTS, CHECK BOX AND COMPLETE THE RECORD OF EMPLOYEES FORM, LISTING THOSE EMPLOYEES.
- I HAVE READ THE LOBBYIST HANDBOOK AND UNDERSTAND MY STATUTORY OBLIGATIONS.
- I HAVE READ AND UNDERSTAND THAT ALL ELECTRONIC FILINGS ARE DEEMED TO BE FILED UNDER PENALTY OF PERJURY IN ACCORDANCE WITH A.R.S. § 41-1232.07.

By signing, I declare under penalty of perjury that the information provided on this form is true, complete, and correct.

Name of Designated Lobbyist/Lobbyist for Compensation

/S/ Conformed Signature of Designated Lobbyist/Lobbyist for Compensation

## LOBBYIST REGISTRATION ATTACHMENT: RECORD OF EMPLOYEES

• If the employee being added has previously been registered to lobby, their ID number **MUST** be listed on the form, you may search the lobbying database [HERE](#) to see if a record of a lobbyist or employee currently exists.

NAME OF LOBBYING ENTITY		ID NUMBER	
NAME OF EMPLOYEE WHO IS A LOBBYIST		ID NUMBER (IF AVAILABLE)	
E-MAIL ADDRESS		PHONE NUMBER	
BUSINESS ADDRESS	CITY	STATE	ZIP CODE
EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (describe)			

NAME OF EMPLOYEE WHO IS A LOBBYIST		ID NUMBER (IF AVAILABLE)	
E-MAIL ADDRESS		PHONE NUMBER	
BUSINESS ADDRESS	CITY	STATE	ZIP CODE
EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (describe)			

NAME OF EMPLOYEE WHO IS A LOBBYIST		ID NUMBER (IF AVAILABLE)	
E-MAIL ADDRESS		PHONE NUMBER	
BUSINESS ADDRESS	CITY	STATE	ZIP CODE
EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (describe)			

NAME OF EMPLOYEE WHO IS A LOBBYIST		ID NUMBER (IF AVAILABLE)	
E-MAIL ADDRESS		PHONE NUMBER	
BUSINESS ADDRESS	CITY	STATE	ZIP CODE
EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (describe)			

**LOBBYIST ELECTRONIC REPORTING  
USER REGISTRATION FORM AND STATEMENT**

**IMPORTANT: PLEASE READ CAREFULLY BEFORE SIGNING.  
PLEASE RETAIN A COPY OF THIS DOCUMENT FOR YOUR RECORDS.**

**1. REGISTRANT INFORMATION (All information is required)**

Full Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Lobbyist ID # \_\_\_\_\_

Activation Code \_\_\_\_\_ (given to you when you registered on the web)

**2. IMPORTANT NOTICES REGARDING ELECTRONIC FILINGS**

- A. A.R.S. § 41-1236 requires that all reports or statements filed with the Arizona Secretary of State pursuant to the Registration and Regulation of Lobbyists (see specifically A.R.S. Title 41, Chapter 7, Article 8.1) be made under oath, before an officer authorized by law to administer oaths.
- B. A.R.S. § 41-1232.07 states:
- A. Any report or registration form that is required to be filed pursuant to this article (A.R.S. Title 41 Article 8.1) may be filed in an electronic format that is approved by the secretary of state. The secretary of state may require that reports or registration forms be filed with an additional written or printed copy.
  - B. Notwithstanding A.R.S. § 41-1236, a report or registration form that is filed in electronic format pursuant to this section is not required to bear a notarized signature but is deemed to be filed under penalty of perjury.
  - C. An electronic filing made pursuant to this section is sufficient to comply with the filing requirements of this article if the filing is properly formatted as prescribed by this article and the information contained in the filing is complete and correct.
- C. To facilitate the process of secure electronic filing, the Secretary of State is issuing an electronic signature in the form of a user id and password to Reporting Lobbyists that comply with the provisions of the Digital Signature Act (see specifically A.R.S. §§ 41-132 and 41-121).
- D. An electronic signature is used to sign and secure your filings, and is evidence that a particular filing originated from an individual lobbyists or lobbyists on behalf of a principal. It is important to preserve the electronic signature/password in a safe location after it is issued to you. Do not share the electronic signature with others who are not authorized to use it. This electronic signature, as defined by A.R.S. § 41-132, has the same force and effect as your written signature.
- E. Individuals filing electronically can file over the Internet (by following the instructions on the designated web site and signing with electronic signature authorized by the Arizona Secretary of State):
- (i) any expenditure reports filed with the Arizona Secretary of State pursuant to A.R.S. § 41-1232.02 ;
  - (ii) any renewal registrations filed with the Arizona Secretary of State pursuant to A.R.S. §41-1232;
  - (iii) any renewal registrations filed with the Arizona Secretary of State pursuant to A.R.S. § 41-1232.05;
  - (iv) all other lobbyist reports or statements filed with the Arizona Secretary of State pursuant to A.R.S. Title 41, Chapter 7, Article 8.1 (but may also require presenting a signed hard copy to the Elections Services Division of the Office of the Secretary of State).
- D. Electronic filings are "signed" in the sense of a traditional paper document using the electronic signature issued to the Designated Lobbyist or Lobbyist for Compensation authorized by the Arizona Secretary of State. During the electronic filing process, the data is received by the Secretary of State and evaluated to verify that it has been correctly formatted and transmitted, and that necessary information has been properly included.
- E. Once a Registrant has submitted an electronic filing, the filing cannot be withdrawn. Information may be corrected by filing an amended report.
- The Secretary of State will not grant date adjustments to any electronic filing for any reason. A Registrant must not assume that any errors or incorrect information contained in an electronic filing will be corrected or deleted by the Secretary of State. A Registrant should carefully read any message sent by the Secretary of State in response to any

- F. Acceptance of an electronic filing by the Secretary of State does not constitute an approval or endorsement of the timeliness or the contents of the filing.
- G. The Registrant, as the individual who is responsible under Arizona law for preparing and filing a report on behalf of a principal with the Secretary of State, is responsible for complying with the provisions of Arizona Revised Statutes Title 41, Chapter 7, Article 8.1. Registrants are responsible for ensuring that correct information is submitted to the Secretary of State, and that amended reports or statements are timely filed in the event there is a change in any required information.
- H. A Registrant must allow sufficient time to submit filings. Filers should be aware that they are required by law to submit timely filings with the Secretary of State, and that the Registrant should not wait until the last minute to make a time-sensitive filing. A designated lobbyist or lobbyist for compensation which fails to file a report in a timely manner may be held responsible under Arizona law for a violation, and may face the imposition of potentially serious criminal and/or civil penalties, including fines and ineligibility to be a lobbyist or principal.

IT IS A CLASS 6 FELONY, PUNISHABLE BY FINE OR IMPRISONMENT, OR BOTH, UNDER A.R.S. § 13-2407(A)(3), TO INTENTIONALLY FILE OR OFFER TO FILE WITH THIS AGENCY A STATEMENT WHICH IS FALSELY MADE OR CONTAINS FALSE INFORMATION OR A FALSE ENTRY; AND THAT SUCH INTENTIONAL FALSE STATEMENT MAY JEOPARDIZE THE VALIDITY OF ANY REPORT OR STATEMENT FILED WITH THIS AGENCY.

IT IS A CLASS 6 FELONY, PUNISHABLE BY FINE OR IMPRISONMENT, OR BOTH, UNDER A.R.S. § 13-2006(A) TO ASSUME A FALSE IDENTITY OR PRETEND TO BE A REPRESENTATIVE OF SOME PERSON OR ORGANIZATION, WITH THE INTENT TO DEFRAUD ANOTHER; AND THAT SUCH INTENTIONAL IMPERSONATION MAY JEOPARDIZE THE VALIDITY OF ANY REPORT OR STATEMENT FILED WITH THIS AGENCY.

IT IS A CLASS 5 FELONY, PUNISHABLE BY FINE OR IMPRISONMENT, OR BOTH, UNDER A.R.S. § 13-2311(A) TO DEFRAUD OR DECEIVE, TO KNOWINGLY FALSIFY, CONCEAL OR COVER UP A MATERIAL FACT BY ANY TRICK, SCHEME OR DEVICE, OR MAKE OR USE ANY FALSE WRITING OR DOCUMENT CONTAINING ANY FALSE, FICTITIOUS OR FRAUDULENT STATEMENT OR ENTRY, IN ANY MATTER RELATED TO THE BUSINESS CONDUCTED BY THIS OR ANY DEPARTMENT OR AGENCY OF THIS STATE OR POLITICAL SUBDIVISION, PURSUANT TO A SCHEME OR ARTIFICE; AND THAT SUCH FRAUDULENT SCHEME AND PRACTICE BY WILLFUL CONCEALMENT MAY JEOPARDIZE THE VALIDITY OF ANY REPORT OR STATEMENT FILED WITH THIS AGENCY.

---

### 3. SIGNATURE

The undersigned hereby acknowledges and declares that I have read and understand this REGISTRATION FORM and STATEMENT; that I have used all reasonable diligence in preparing this statement; that all statements contained herein are true, based upon information and belief upon the best available information; and further, that this Statement is made voluntarily and with the knowledge that intentionally filing or attempting to file a false statement or false information, OR assuming a false identity or impersonation another, OR willfully concealing a material fact pursuant to a fraudulent scheme or practice, and the like, are punishable by fine or imprisonment, or both, under A.R.S. §§ 13-2407(A)(3), 13-2006 and 13-2311.

Typed or Printed Name of Registrant	Signature of Registrant
STATE OF _____ )	ss SUBSCRIBED AND SWORN TO (Affirmed) before me
COUNTY OF _____ )	this _____ day of _____, 20_____
My Commission Expires	Notary Public



**PRINCIPAL - PUBLIC BODY**

**TERMINATE REGISTRATION**

FILE ONLINE AT [LOBBYING.AZ.GOV](http://LOBBYING.AZ.GOV) OR E-MAIL TO: [LOBBYIST@AZSOS.GOV](mailto:LOBBYIST@AZSOS.GOV)

**YOUR TERMINATION CANNOT BE FILED WITHOUT THE PRINCIPAL/PUBLIC BODY'S FINAL ANNUAL REPORT.**

SELECT ONE

NAME OF PRINCIPAL/PUBLIC BODY	PRINCIPAL/PUBLIC BODY ID
DESIGNATED LOBBYIST/DESIGNATED PUBLIC LOBBYIST	LOBBYIST ID

**Upon submission of this form the principal or public body hereby terminates its registration for lobbying and the engagement and authority of any and all lobbyists named in its registration.**

By signing, I declare under penalty of perjury that the information provided on this form is true, complete, and correct.

Name of Designated Lobbyist

/S/

Conformed Signature of Designated Lobbyist

# Amendment Forms



## PRINCIPAL - PUBLIC BODY

# CHANGE DESIGNATED LOBBYIST

FILE ONLINE AT [LOBBYING.AZ.GOV](http://LOBBYING.AZ.GOV) OR E-MAIL TO: [LOBBYIST@AZSOS.GOV](mailto:LOBBYIST@AZSOS.GOV)

NAME OF PRINCIPAL OR PUBLIC BODY	P/PB ID NUMBER
<input type="text"/>	<input type="text"/>

NEW DESIGNATED LOBBYIST NAME	LOBBYIST ID NUMBER
<input type="text"/>	<input type="text"/>

E-MAIL ADDRESS	BUSINESS TELEPHONE
<input type="text"/>	<input type="text"/>

BUSINESS ADDRESS	CITY	STATE	ZIP CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EXPENSES FOR WHICH LOBBYIST IS TO BE REIMBURSED (Describe)

IS LOBBYIST COMPENSATED FOR LOBBYING ACTIVITY? YES  NO

PREVIOUS DESIGNATED LOBBYIST/DESIGNATED PUBLIC LOBBYIST	PREVIOUS DESIGNATED LOBBYIST ID#
<input type="text"/>	<input type="text"/>

By signing, I declare under penalty of perjury that the information provided on this form is true, complete, and correct.

Name of Designated Lobbyist

/S/

Conformed Signature of Designated Lobbyist



**LOBBYIST - PRINCIPAL - PUBLIC BODY**

**CHANGE OF NAME OR ADDRESS**

FILE ONLINE AT [LOBBYING.AZ.GOV](http://LOBBYING.AZ.GOV) OR E-MAIL TO: [LOBBYIST@AZSOS.GOV](mailto:LOBBYIST@AZSOS.GOV)

ENTITY TYPE

SELECT ONE

NAME OF ENTITY

ID NUMBER

TELEPHONE NUMBER

**ONLY** ENTER THE INFORMATION YOU WISH TO HAVE CHANGED IN THE SECTIONS BELOW

NEW NAME

NEW TELEPHONE NUMBER

NEW ADDRESS

NEW CITY

NEW STATE

NEW ZIP CODE

NEW E-MAIL ADDRESS

By signing, I declare under penalty of perjury that the information provided on this form is true, complete, and correct.

Name of Designated Lobbyist/Lobbyist for Compensation

/S/

Conformed Signature of Designated Lobbyist/Lobbyist for Compensation

## Expenditure Reporting Forms



### LOBBYIST

## QUARTERLY EXPENDITURE REPORT

FILE ONLINE AT [LOBBYING.AZ.GOV](http://LOBBYING.AZ.GOV) OR E-MAIL TO: [LOBBYIST@AZSOS.GOV](mailto:LOBBYIST@AZSOS.GOV)

YEAR  QUARTER

LOBBYIST NAME		LOBBYIST ID	
E-MAIL ADDRESS		BUSINESS TELEPHONE	
BUSINESS ADDRESS	CITY	STATE	ZIP CODE

### SUMMARY OF EXPENDITURES

	CURRENT QUARTER	
Total single expenditures incurred by lobbyist whether or not made in the course of lobbying:		
• Made on behalf of a principal or public body (p. 2) and Public Lobbyists ONLY	0	
• Not made on behalf of a principal or public body (p. 3):	0	
• Made on Behalf of a public body (p. 4 PUBLIC LOBBYISTS ONLY):	0	
Aggregate of expenditures of \$20 or less incurred by lobbyist whether or not made in the course of lobbying:		
• Made on behalf of a principal or public body (p.5):	0	
• Not made on behalf of a principal or public body(Enter Total Here):	0	
Total special event expenditures incurred by lobbyist whether or not made in the course of lobbying:		
• Made on behalf of a principal or public body (p. 6):	0	
• Not made on behalf of a principal or public body (p. 7):	0	
<b>TOTAL EXPENDITURES (ADD ABOVE LINES):</b>	<b>0</b>	

By signing, I declare under penalty of perjury that the information provided on this form is true, complete, and correct.

Name of Designated Lobbyist/Lobbyist for Compensation

/S/   
Conformed Signature of Designated Lobbyist/Lobbyist for Compensation

ARIZONA

LOBBYIST QUARTERLY EXPENDITURE REPORT

SINGLE EXPENDITURES  
MADE ON BEHALF OF A PRINCIPAL OR PUBLIC BODY  
A.R.S. §§ 41-1232.02(B), 41-1232.03(B)

PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF EXPENDITURE WAS MADE \_\_\_\_\_ PPB ID \_\_\_\_\_

Name of Lobbyist or person making expenditure \_\_\_\_\_ Name and Title of Person\*\* Receiving or Benefiting from Expenditure \_\_\_\_\_ CATEGORY OF EXPENDITURE  
 Food or beverage  Travel and Lodging  
 Speaking engagement  Flowers  
 Other (please describe) \_\_\_\_\_

DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

Name of Lobbyist or person making expenditure \_\_\_\_\_ Name and Title of Person\*\* Receiving or Benefiting from Expenditure \_\_\_\_\_ CATEGORY OF EXPENDITURE  
 Food or beverage  Travel and Lodging  
 Speaking engagement  Flowers  
 Other (please describe) \_\_\_\_\_

DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

Name of Lobbyist or person making expenditure \_\_\_\_\_ Name and Title of Person\*\* Receiving or Benefiting from Expenditure \_\_\_\_\_ CATEGORY OF EXPENDITURE  
 Food or beverage  Travel and Lodging  
 Speaking engagement  Flowers  
 Other (please describe) \_\_\_\_\_

DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

Name of Lobbyist or person making expenditure \_\_\_\_\_ Name and Title of Person\*\* Receiving or Benefiting from Expenditure \_\_\_\_\_ CATEGORY OF EXPENDITURE  
 Food or beverage  Travel and Lodging  
 Speaking engagement  Flowers  
 Other (please describe) \_\_\_\_\_

DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

Name of Lobbyist or person making expenditure \_\_\_\_\_ Name and Title of Person\*\* Receiving or Benefiting from Expenditure \_\_\_\_\_ CATEGORY OF EXPENDITURE  
 Food or beverage  Travel and Lodging  
 Speaking engagement  Flowers  
 Other (please describe) \_\_\_\_\_

DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

Name of Lobbyist or person making expenditure \_\_\_\_\_ Name and Title of Person\*\* Receiving or Benefiting from Expenditure \_\_\_\_\_ CATEGORY OF EXPENDITURE  
 Food or beverage  Travel and Lodging  
 Speaking engagement  Flowers  
 Other (please describe) \_\_\_\_\_

DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

Name of Lobbyist or person making expenditure \_\_\_\_\_ Name and Title of Person\*\* Receiving or Benefiting from Expenditure \_\_\_\_\_ CATEGORY OF EXPENDITURE  
 Food or beverage  Travel and Lodging  
 Speaking engagement  Flowers  
 Other (please describe) \_\_\_\_\_

DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

ENTER TOTAL SINGLE EXPENDITURES: \_\_\_\_\_  
If additional sheets are attached, enter combined total here.

\*\* Filers representing Principals must report expenditures received by or benefiting state officers or employees; filers representing Public Bodies must report expenditures received by or benefiting any member of the legislature.

ARIZONA

LOBBYIST QUARTERLY EXPENDITURE REPORT

SINGLE EXPENDITURES

NOT MADE ON BEHALF OF A PRINCIPAL OR PUBLIC BODY  
A.R.S. §§ 41-1232.02 (B), 41-1232.03 (B)

Name and Title of Person** Receiving or Benefiting from Expenditure		CATEGORY OF EXPENDITURE
		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and
		<input type="checkbox"/> Speaking engagement <input type="checkbox"/> Lodging Flowers
		<input type="checkbox"/> Other (please describe)
DATE	AMOUNT	
Name and Title of Person Receiving or Benefiting from Expenditure		CATEGORY OF EXPENDITURE
		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and
		<input type="checkbox"/> Speaking engagement <input type="checkbox"/> Lodging Flowers
		<input type="checkbox"/> Other (please describe)
DATE	AMOUNT	
Name and Title of Person Receiving or Benefiting from Expenditure		CATEGORY OF EXPENDITURE
		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and
		<input type="checkbox"/> Speaking engagement <input type="checkbox"/> Lodging Flowers
		<input type="checkbox"/> Other (please describe)
DATE	AMOUNT	
Name and Title of Person Receiving or Benefiting from Expenditure		CATEGORY OF EXPENDITURE
		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and
		<input type="checkbox"/> Speaking engagement <input type="checkbox"/> Lodging Flowers
		<input type="checkbox"/> Other (please describe)
DATE	AMOUNT	
Name and Title of Person Receiving or Benefiting from Expenditure		CATEGORY OF EXPENDITURE
		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and
		<input type="checkbox"/> Speaking engagement <input type="checkbox"/> Lodging Flowers
		<input type="checkbox"/> Other (please describe)
DATE	AMOUNT	
Name and Title of Person Receiving or Benefiting from Expenditure		CATEGORY OF EXPENDITURE
		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and
		<input type="checkbox"/> Speaking engagement <input type="checkbox"/> Lodging Flowers
		<input type="checkbox"/> Other (please describe)
DATE	AMOUNT	
Name and Title of Person Receiving or Benefiting from Expenditure		CATEGORY OF EXPENDITURE
		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and
		<input type="checkbox"/> Speaking engagement <input type="checkbox"/> Lodging Flowers
		<input type="checkbox"/> Other (please describe)
DATE	AMOUNT	

ENTER TOTAL SINGLE EXPENDITURES:   
If additional sheets are attached, enter combined total here.

ARIZONA

LOBBYIST QUARTERLY EXPENDITURE REPORT

SINGLE EXPENDITURES MADE BY AN  
**AUTHORIZED PUBLIC LOBBYIST**  
 MADE ON BEHALF OF A PUBLIC BODY  
 A.R.S. § 41-1232.03(B)

PUBLIC BODY ON WHOSE BEHALF EXPENDITURE WAS MADE	PB ID

Name of Lobbyist making expenditure	Name and title of member or employee of the legislature, or household member thereof	CATEGORY OF EXPENDITURE
		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe)
DATE	AMOUNT	

Name of Lobbyist making expenditure	Name and title of member or employee of the legislature, or household member thereof	CATEGORY OF EXPENDITURE
		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe)
DATE	AMOUNT	

Name of Lobbyist making expenditure	Name and title of member or employee of the legislature, or household member thereof	CATEGORY OF EXPENDITURE
		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe)
DATE	AMOUNT	

Name of Lobbyist making expenditure	Name and title of member or employee of the legislature, or household member thereof	CATEGORY OF EXPENDITURE
		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe)
DATE	AMOUNT	

Name of Lobbyist making expenditure	Name and title of member or employee of the legislature, or household member thereof	CATEGORY OF EXPENDITURE
		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe)
DATE	AMOUNT	

Name of Lobbyist making expenditure	Name and title of member or employee of the legislature, or household member thereof	CATEGORY OF EXPENDITURE
		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe)
DATE	AMOUNT	

ENTER TOTAL SINGLE EXPENDITURES:   
 If additional sheets are attached, enter combined total here.

\*\* Filers representing Principals must report expenditures received by or benefiting state officers or employees; filers representing Public Bodies must report expenditures received by or benefiting any member of the legislature.



**ARIZONA**

**LOBBYIST QUARTERLY EXPENDITURE REPORT**

**SPECIAL EVENTS EXPENDITURES  
MADE ON BEHALF OF A PRINCIPAL OR PUBLIC BODY  
A.R.S. §§ 41-1232.02(F) AND 41-1232.03(F)**

PRINCIPAL/PUBLIC BODY ON WHOSE BEHALF EXPENDITURE WAS MADE	PPB ID
--	--------

**EXPENDITURES FOR SPECIAL EVENTS TO WHICH ARE INVITED**

- ALL MEMBERS OF THE LEGISLATURE
- EITHER HOUSE OF THE LEGISLATURE; OR
- ANY COMMITTEE OF THE LEGISLATURE

DESCRIPTION	DATE	LOCATION	LEGISLATIVE BODY/COMMITTEE	TOTAL EXPENSES

**ENTER TOTAL EXPENDITURES FOR SPECIAL EVENTS:**   
If additional sheets are attached, enter combined total here.

ARIZONA

LOBBYIST QUARTERLY REPORT

SPECIAL EVENTS EXPENDITURES

**NOT** MADE ON BEHALF OF A PRINCIPAL OR PUBLIC BODY

A.R.S. §§ 41-1232.02(F) AND 41-1232.03(F)

EXPENDITURES FOR SPECIAL EVENTS TO WHICH ARE INVITED

- ALL MEMBERS OF THE LEGISLATURE
- EITHER HOUSE OF THE LEGISLATURE; OR
- ANY COMMITTEE OF THE LEGISLATURE

DESCRIPTION	DATE	LOCATION	LEGISLATIVE BODY	TOTAL EXPENSES

ENTER TOTAL EXPENDITURES FOR SPECIAL EVENTS:  
If additional sheets are attached, enter combined total here.



PRINCIPAL

ANNUAL REPORT OF LOBBYING ACTIVITY

FILE ONLINE AT LOBBYING.AZ.GOV OR E-MAIL TO: LOBBYIST@AZSOS.GOV

REPORT YEAR

2018

NAME OF PRINCIPAL	ID	TELEPHONE NUMBER	
ADDRESS	CITY	STATE	ZIP CODE
NAME OF DESIGNATED LOBBYIST	DESIGNATED LOBBYIST EMAIL ADDRESS		

SUMMARY OF EXPENDITURES

Total single expenditures on behalf of the principal whether or not made in the course of lobbying (Total from page 2):

- By a designated lobbyist or Lobbyist for compensation 0
- By authorized lobbyists 0
- By Other Persons 0

Aggregate of expenditures of \$20 or less on behalf of the principal whether or not made in the course of lobbying:

- By a designated lobbyist or lobbyist for compensation 0
- By authorized lobbyists 0
- By Other Persons 0

Special Events (Total from page 3) 0

TOTAL EXPENDITURES (ADD ABOVE LINES) 0

By signing, I declare under penalty of perjury that the information provided on this form is true, complete, and correct.

Printed Name of Designated Lobbyist	/s/	Conformed Signature of Designated Lobbyist
-------------------------------------	-----	--

ARIZONA  
PRINCIPAL ANNUAL REPORT

Single expenditures whether or not made in the course of lobbying

→ Expenditures by employees of authorized lobbyists must also be reported.

NAME OF LOBBYIST/OTHER PERSON WHO MADE EXPENDITURE		TYPE OF LOBBYIST (SELECT ONE):	
<input type="text"/>		<input type="checkbox"/> Designated Lobbyist	<input type="checkbox"/> Authorized Lobbyist
		<input type="checkbox"/> Lobbyist for Compensation	<input type="checkbox"/> Other Person
Name and Title of Person Receiving or Benefiting from Expenditure		DESCRIPTION OF EXPENDITURE	
<input type="text"/>		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging	
DATE <input type="text"/>		<input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers	
AMOUNT <input type="text"/>		<input type="checkbox"/> Other (please describe)	
<input type="text"/>		<input type="text"/>	
Name and Title of Person Receiving or Benefiting from Expenditure		DESCRIPTION OF EXPENDITURE	
<input type="text"/>		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging	
DATE <input type="text"/>		<input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers	
AMOUNT <input type="text"/>		<input type="checkbox"/> Other (please describe)	
<input type="text"/>		<input type="text"/>	
Name and Title of Person Receiving or Benefiting from Expenditure		DESCRIPTION OF EXPENDITURE	
<input type="text"/>		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging	
DATE <input type="text"/>		<input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers	
AMOUNT <input type="text"/>		<input type="checkbox"/> Other (please describe)	
<input type="text"/>		<input type="text"/>	
Name and Title of Person Receiving or Benefiting from Expenditure		DESCRIPTION OF EXPENDITURE	
<input type="text"/>		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging	
DATE <input type="text"/>		<input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers	
AMOUNT <input type="text"/>		<input type="checkbox"/> Other (please describe)	
<input type="text"/>		<input type="text"/>	
Name and Title of Person Receiving or Benefiting from Expenditure		DESCRIPTION OF EXPENDITURE	
<input type="text"/>		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging	
DATE <input type="text"/>		<input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers	
AMOUNT <input type="text"/>		<input type="checkbox"/> Other (please describe)	
<input type="text"/>		<input type="text"/>	
Name and Title of Person Receiving or Benefiting from Expenditure		DESCRIPTION OF EXPENDITURE	
<input type="text"/>		<input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging	
DATE <input type="text"/>		<input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers	
AMOUNT <input type="text"/>		<input type="checkbox"/> Other (please describe)	
<input type="text"/>		<input type="text"/>	

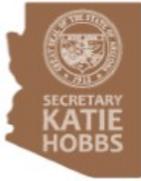
ENTER TOTAL SINGLE EXPENDITURES:   
If additional sheets are attached, enter combined total here.

**ARIZONA**  
**PRINCIPAL**  
**ANNUAL REPORT**  
**SPECIAL EVENTS REPORTING**

EXPENDITURES FOR SPECIAL EVENTS TO WHICH ARE INVITED  
ALL MEMBERS OF THE LEGISLATURE  
EITHER HOUSE OF THE LEGISLATURE; OR  
ANY COMMITTEE OF THE LEGISLATURE

	DESCRIPTION	DATE	LOCATION	LEGISLATIVE BODY/COMMITTEE	TOTAL EXPENSES
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

ENTER TOTAL EXPENDITURES FOR SPECIAL EVENTS: 0  
If additional sheets are attached, enter combined total here.



PUBLIC BODY

ANNUAL REPORT OF LOBBYING ACTIVITY

FILE ONLINE AT LOBBYING.AZ.GOV OR E-MAIL TO: LOBBYIST@AZSOS.GOV

REPORT YEAR
2019

Form fields for public body information: NAME OF PUBLIC BODY, PB ID, TELEPHONE NUMBER, ADDRESS, CITY, STATE, ZIP CODE, NAME OF DESIGNATED PUBLIC LOBBYIST, DESIGNATED PUBLIC LOBBYIST EMAIL ADDRESS

SUMMARY OF EXPENDITURES

Total single expenditures on behalf of the Public Body whether or not made in the course of lobbying (Total from page 2):

- By a Designated Public Lobbyist 0
By Authorized Public Lobbyists 0

Aggregate of expenditures of \$20 or less on behalf of the Public Body whether or not made in the course of lobbying:

- By a Designated Public Lobbyist 0
By Authorized Public Lobbyists 0

All expenditures by public body made in the course of lobbying to compensate or reimburse Designated and Authorized Public Lobbyists for expenses (Total from page 3) 0

Special Events (Total from page 4) 0

TOTAL EXPENDITURES (ADD ABOVE LINES) 0

PUBLIC BODIES ONLY: BY CHECKING THE ABOVE BOX, I CERTIFY THAT THIS PUBLIC BODY HAS ESTABLISHED AND PREVIOUSLY FILED A TIME ALLOCATION SCHEDULE FOR APPORTIONED LOBBYING ACTIVITY BASED ON ACTUAL EXPERIENCE...

I declare under penalty of perjury that the above information is true and correct.

Printed Name of Designated Public Lobbyist /s/ Conformed Signature of Designated Public Lobbyist

ARIZONA  
PUBLIC BODY ANNUAL REPORT

Single expenditures whether or not made in the course of lobbying

NAME OF LOBBYIST WHO MADE EXPENDITURE <input type="text"/>		TYPE OF LOBBYIST (SELECT ONE): <input type="checkbox"/> Designated Public Lobbyist <input type="checkbox"/> Authorized Public Lobbyist	
Name and Title of Person Receiving or Benefiting from Expenditure <input type="text"/>		DESCRIPTION OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) <input type="text"/>	
DATE <input type="text"/>	AMOUNT <input type="text"/>		
Name and Title of Person Receiving or Benefiting from Expenditure <input type="text"/>		DESCRIPTION OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) <input type="text"/>	
DATE <input type="text"/>	AMOUNT <input type="text"/>		
Name and Title of Person Receiving or Benefiting from Expenditure <input type="text"/>		DESCRIPTION OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) <input type="text"/>	
DATE <input type="text"/>	AMOUNT <input type="text"/>		
Name and Title of Person Receiving or Benefiting from Expenditure <input type="text"/>		DESCRIPTION OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) <input type="text"/>	
DATE <input type="text"/>	AMOUNT <input type="text"/>		
Name and Title of Person Receiving or Benefiting from Expenditure <input type="text"/>		DESCRIPTION OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) <input type="text"/>	
DATE <input type="text"/>	AMOUNT <input type="text"/>		
Name and Title of Person Receiving or Benefiting from Expenditure <input type="text"/>		DESCRIPTION OF EXPENDITURE <input type="checkbox"/> Food or beverage <input type="checkbox"/> Travel and Lodging <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Flowers <input type="checkbox"/> Other (please describe) <input type="text"/>	
DATE <input type="text"/>	AMOUNT <input type="text"/>		

ENTER TOTAL SINGLE EXPENDITURES:   
If additional sheets are attached, enter combined total here.

**ARIZONA  
PUBLIC BODY ANNUAL REPORT**

EXPENDITURES BY PUBLIC BODY in the course of lobbying to compensate or reimburse Designated and Authorized Public Lobbyists

Do not complete this page unless the expenditures were made by a Public Body.

NAME OF LOBBYIST COMPENSATED OR REIMBURSED          	CATEGORY OF COMPENSATION/REIMBURSEMENT <input type="checkbox"/> Personal sustenance <input type="checkbox"/> Filing fees <input type="checkbox"/> Legal fees <input type="checkbox"/> Employee/Lobbyist compensation <input type="checkbox"/> Food or beverages <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Travel and lodging <input type="checkbox"/> Flowers	AGG. AMT.          
NAME OF LOBBYIST COMPENSATED OR REIMBURSED          	CATEGORY OF COMPENSATION/REIMBURSEMENT <input type="checkbox"/> Personal sustenance <input type="checkbox"/> Filing fees <input type="checkbox"/> Legal fees <input type="checkbox"/> Lobbyist compensation <input type="checkbox"/> Other (Please describe) <input type="checkbox"/> Food or beverages <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Travel and lodging <input type="checkbox"/> Flowers	AGG. AMT.          
NAME OF LOBBYIST COMPENSATED OR REIMBURSED          	CATEGORY OF COMPENSATION/REIMBURSEMENT <input type="checkbox"/> Personal sustenance <input type="checkbox"/> Filing fees <input type="checkbox"/> Legal fees <input type="checkbox"/> Lobbyist compensation <input type="checkbox"/> Other (Please describe) <input type="checkbox"/> Food or beverages <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Travel and lodging <input type="checkbox"/> Flowers	AGG. AMT.          
NAME OF LOBBYIST COMPENSATED OR REIMBURSED          	CATEGORY OF COMPENSATION/REIMBURSEMENT <input type="checkbox"/> Personal sustenance <input type="checkbox"/> Filing fees <input type="checkbox"/> Legal fees <input type="checkbox"/> Lobbyist compensation <input type="checkbox"/> Other (Please describe) <input type="checkbox"/> Food or beverages <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Travel and lodging <input type="checkbox"/> Flowers	AGG. AMT.          
NAME OF LOBBYIST COMPENSATED OR REIMBURSED          	CATEGORY OF COMPENSATION/REIMBURSEMENT <input type="checkbox"/> Personal sustenance <input type="checkbox"/> Filing fees <input type="checkbox"/> Legal fees <input type="checkbox"/> Lobbyist compensation <input type="checkbox"/> Other (Please describe) <input type="checkbox"/> Food or beverages <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Travel and lodging <input type="checkbox"/> Flowers	AGG. AMT.          
NAME OF LOBBYIST COMPENSATED OR EIMBURSED          	CATEGORY OF COMPENSATION/REIMBURSEMENT <input type="checkbox"/> Personal sustenance <input type="checkbox"/> Filing fees <input type="checkbox"/> Legal fees <input type="checkbox"/> Lobbyist compensation <input type="checkbox"/> Other (Please describe) <input type="checkbox"/> Food or beverages <input type="checkbox"/> Speaking engagement <input type="checkbox"/> Travel and lodging <input type="checkbox"/> Flowers	AGG. AMT.          

ENTER TOTAL:

If additional sheets are attached, enter combined total here.

**ARIZONA**  
**PUBLIC BODY ANNUAL REPORT**  
**SPECIAL EVENTS REPORTING**

EXPENDITURES FOR SPECIAL EVENTS TO WHICH ARE INVITED

- ALL MEMBERS OF THE LEGISLATURE
- EITHER HOUSE OF THE LEGISLATURE; OR
- ANY COMMITTEE OF THE LEGISLATURE

	DESCRIPTION	DATE	LOCATION	LEGISLATIVE BODY/COMMITTEE	TOTAL EXPENSES
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

ENTER TOTAL EXPENDITURES FOR SPECIAL EVENTS:   
If additional sheets are attached, enter combined total here.



PUBLIC BODY

AFFIDAVIT OF TIME ALLOCATION SCHEDULE

FOR ELECTRONIC FILING ONLY. MAIL TO LOBBYIST@AZSOS.GOV

EXPENDITURES MADE IN THE COURSE OF LOBBYING
ONLY REPORT EMPLOYEE COMPENSATION ATTRIBUTABLE TO LOBBYING FOR
EMPLOYEES OF THE PUBLIC BODY REGISTERED AS DESIGNATED PUBLIC LOBBYISTS OR
AUTHORIZED PUBLIC LOBBYISTS

DO NOT INCLUDE OTHER LOBBYIST COMPENSATION OR EMPLOYEE REIMBURSEMENT

THIS PAGE MUST BE COMPLETED AND FILED IF THE PUBLIC BODY HAS NOT PREVIOUSLY FILED AND
ATTACHED A COPY OF THEIR TIME ALLOCATION SCHEDULE FOR APPORTIONED LOBBYING ACTIVITY.

NAME OF PUBLIC BODY, PB ID, TELEPHONE NUMBER, ADDRESS, CITY, STATE, ZIP CODE

Table with 2 columns: PUBLIC BODY EMPLOYEE WHO IS A REGISTERED LOBBYIST NAME, EMPLOYEE COMPENSATION ATTRIBUTABLE TO LOBBYING

TOTAL:
If additional sheets are attached, enter combined total here.

I declare under penalty of perjury that the above information is true and correct.

Printed Name of Designated Public Lobbyist, /s/ Conformed Signature of Designated Public Lobbyist

## APPENDIX B

# ARIZONA LOBBYING LAWS AND REGULATIONS

### TITLE 41 STATE GOVERNMENT

#### Chapter 7 – Legislature

#### Article 8.1

#### Registration and Regulation of Lobbyists

##### **§41-1231. Definitions**

In this article, unless the context otherwise requires:

1. "Authorized lobbyist" means any person, other than a designated lobbyist or lobbyist for compensation, who is employed by, retained by or representing a principal, with or without compensation, for the purpose of lobbying and who is listed as an authorized lobbyist by the principal in its registration pursuant to section 41-1232.

2. "Authorized public lobbyist" means a person, other than a designated public lobbyist, who is employed by, retained by or representing a public body, with or without compensation, for the purpose of lobbying and who is listed as an authorized public lobbyist by the public body in its registration pursuant to section 41-1232.01.

3. "Designated lobbyist" means the person who is designated by a principal as the single point of contact for the principal and who is listed as the designated lobbyist by the principal in its registration pursuant to section 41-1232.

4. "Designated public lobbyist" means the person who is designated by a public body as the single point of contact for the public body and who is listed as the designated public lobbyist by the public body in its registration pursuant to section 41-1232.01.

5. "Entertainment" means the amount of any expenditure paid or incurred for admission to any sporting or cultural event or for participation in any sporting or cultural activity.

6. "Expenditure" means a payment, distribution, loan, advance, deposit or gift of money or anything of value and includes a contract, promise or agreement, whether or not legally enforceable, to make an expenditure that provides a benefit to an individual state officer or state employee and that is incurred by or on behalf of one or more principals, public bodies, lobbyists, designated public lobbyists or authorized public lobbyists.

7. "Family gift" means a gift to a state officer or employee or a member of the officer's or employee's household from a principal, lobbyist, designated public lobbyist or authorized public lobbyist who is a relative of the state officer or employee or a member of the

household of the state officer or employee if the donor is not acting as the agent or intermediary for someone other than a person covered by this paragraph.

8. "Food or beverage" means the amount of any expenditure paid or incurred for food or beverages for a state officer or employee provided at a location at which the principal, public body, lobbyist, designated public lobbyist or authorized public lobbyist who made the expenditure is present.

9. "Gift" means a payment, distribution, expenditure, advance, deposit or donation of money, any intangible personal property or any kind of tangible personal or real property. For the purposes of this article, gift does not include:

(a) A gift, devise or inheritance from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle or first cousin or the spouse of any such individual if the donor is not acting as the agent or intermediary for someone other than a person covered by this subdivision.

(b) Expenditures that are either properly reported or exempt from reporting under this chapter for:

(i) A speaking engagement.

(ii) Food or beverages.

(iii) Travel and lodging.

(iv) Flowers.

(c) Salary, compensation or employer-reimbursed expenses lawfully paid to a public official.

(d) The value, cost or price of professional or consulting services that are not rendered to obtain a benefit for any registered principal, public body, lobbyist, designated public lobbyist or authorized public lobbyist or the clients of a principal or lobbyist.

(e) Expenses relating to a special event or function to which all members of the legislature, either house of the legislature or any committee of the legislature is invited.

(f) A plaque or other form of recognition similar to a plaque to a state officer or state employee to signify the honorary recognition of a service or other notable accomplishment.

(g) Informational material such as books, reports, pamphlets, calendars or periodicals.

(h) An item that is not used and that is returned within fifteen days of receipt to the donor or that is delivered within fifteen days of receipt to a charitable organization and that is not claimed as a charitable contribution for state or federal income tax purposes.

(i) A campaign contribution that is properly received and reported as required by law.

(j) An item that is given to a state officer or employee if the state officer or employee gives an item of approximately the same value to the giver of the item at the same time that the item is given or on a similar occasion as the one that prompted the original item to be given.

(k) Gifts of a personal nature that were customarily received by an individual from the donor before the individual became a state officer or employee.

(l) An item that is given to the general public at an event.

10. "Legislation" means bills, resolutions, memorials, amendments, nominations and other matters that are pending or proposed in either house of the legislature of this state.

11. "Lobbying":

(a) Means attempting to influence the passage or defeat of any legislation by directly communicating with any legislator or attempting to influence any formal rulemaking proceeding pursuant to chapter 6 of this title or rulemaking proceedings that are exempt from chapter 6 of this title by directly communicating with any state officer or employee.

(b) Includes, for a person who is otherwise required to be registered as a lobbyist for compensation pursuant to this article, attempting to influence the procurement of materials, services or construction by an agency as defined in section 41-1001, including the office of the governor.

(c) Does not include:

(i) Interagency communications between state agency employees.

(ii) Communications between a public official or employee of a public body, designated public lobbyist or authorized public lobbyist and any state officer, except for a member of the legislature, or an employee of the legislature.

(iii) Oral questions or comments made by a person to a state officer or employee regarding a proposed rule and made in public at a meeting or workshop that is open to the public and that is sponsored by a state agency, board, commission, council or office.

(iv) Communications between a public body and a self-employed person or person employed by a partnership or company regarding the procurement of materials, services or construction unless the self-employed person or person employed by a partnership or company is otherwise required to register pursuant to this article or is employed by, supervised by at any level or contracted by a person who is otherwise required to register as a lobbyist for compensation pursuant to this article.

12. "Lobbyist" means any person, other than a designated public lobbyist or authorized public lobbyist, who is employed by, retained by or representing a person other than himself, with or without compensation, for the purpose of lobbying and who is listed as a lobbyist by the principal in its registration pursuant to section 41-1232. Lobbyist includes a lobbyist for compensation, designated lobbyist and authorized lobbyist.

13. "Lobbyist for compensation" means a lobbyist who is compensated for the primary purpose of lobbying on behalf of a principal and who is listed by the principal in its registration pursuant to section 41-1232.

14. "Person" means an individual, partnership, committee, association or corporation and any other organization or group of persons, except legislators and political parties qualified for representation on the ballot pursuant to section 16-801 or 16-804.

15. "Personal hospitality" means hospitality, meals, beverages, transportation or lodging furnished but not commercially provided by a person on property or facilities owned or possessed by the person or the person's family.

16. "Principal" means any person, other than a public body, that employs, retains, engages or uses, with or without compensation, a lobbyist. Principal includes any subsidiary of a corporation.

17. "Procurement" has the same meaning prescribed in section 41-2503.

18. "Public body" means the Arizona board of regents, a university under the jurisdiction of the Arizona board of regents, the judicial department, any state agency, board, commission or council, any county, any county elected officer who elects to appoint a designated public lobbyist or any city, town, district or other political subdivision of this state that receives and uses tax revenues and that employs, retains, engages or uses, with or without compensation, a designated public lobbyist or authorized public lobbyist.

19. "Public official" means a person who is duly elected, appointed or retained through election to an elected state, county or local office.

20. "Single expenditure" means an expenditure that provides a benefit of more than twenty dollars to an individual state officer or state employee and that is incurred by or on behalf of one or more principals, public bodies, lobbyists, designated public lobbyists or authorized public lobbyists.

21. "Speaking engagement":

(a) Means the amount of any expense paid or incurred for entrance fees, lodging, food and beverage, entertainment, travel and other expenses for the state officer's or employee's attendance at an event, committee, meeting, conference or seminar, including meetings of state, regional or national organizations or their committees concerned with legislative or governmental activities if the state officer or employee participates in the event as a speaker or panel participant

by presenting information relating to the state officer's or employee's legislative or official duties or by performing a ceremonial function appropriate to the state officer's or employee's position.

(b) Does not include expenditures for an honorarium or any other similar fee paid to a speaker.

22. "State employee" means an employee of the legislature, a university under the jurisdiction of the Arizona board of regents, the judicial department or a state office, agency, board, commission or council.

23. "State officer" means a person who is duly elected, appointed or retained through election to any state office, or a member of any state board, commission or council, and includes a member of the legislature.

**§41-1232. Registration of principals; fee**

A. Except as provided in subsection B of this section, before any principal causes any lobbying to occur on its behalf, the principal shall register with the secretary of state by filing a written statement in a format prescribed by the secretary of state, subscribed under penalty of perjury, containing the following information:

1. The name and business address of the principal.
2. The name and business address of a person who is the designated lobbyist for the principal, regardless of whether the person is engaged to lobby for compensation.
3. The name and business address of each lobbyist for compensation or authorized lobbyist employed by, retained by or representing the principal.
4. For each lobbyist for compensation, designated lobbyist or authorized lobbyist that is not an individual, the name and business address of all employees of that lobbyist who lobby on the principal's behalf.
5. The nature of the primary business or activity, issue, interest or purpose of the principal.
6. The duration of the engagement of any lobbyist.
7. A description of the expenses for which each lobbyist is to be reimbursed by the principal.
8. A listing of the state entities the lobbyist has been engaged or designated to lobby including the legislature and state agencies, boards, commissions or councils.

B. If a registration as required by subsection A of this section cannot be accomplished or is not practicable in advance of the first attempt or occasion to lobby, registration must occur within five business days after the day on which the first lobbying attempt, occasion or activity occurs.

C. Each principal shall reregister not later than 5:00 p.m. on the second Monday in January of each odd numbered year unless at that time the principal no longer engages any lobbyist. A principal shall file its registration at any time beginning December 1 in the even numbered year until 5:00 p.m. on the second Monday in January in the odd numbered year. Each principal shall amend its registration statement within five business days of any

change in the information required by subsection A of this section.

D. A principal shall provide notice to each lobbyist for compensation, authorized lobbyist and designated lobbyist who is named in the principal's registration or reregistration statement. The notice shall state that the principal has listed the lobbyist for compensation, authorized lobbyist or designated lobbyist on the principal's registration or reregistration statement and that this listing obligates the lobbyist for compensation or designated lobbyist to register and file all reports required by this article. The notice shall be accompanied by a summary of the lobbyist laws published by the secretary of state, the first page of the principal's registration and the page of the schedule on which the name of the lobbyist for compensation, authorized lobbyist or designated lobbyist appears.

E. Each principal that registers a lobbyist for compensation or a designated lobbyist who receives compensation for lobbying from the principal, at the time of registering or reregistering, shall pay a registration or reregistration fee of \$25 to the secretary of state. A principal may not be charged more than one \$25 fee per registration period. Registration and reregistration fees collected by the secretary of state shall be deposited, pursuant to sections 35-146 and 35-147, in the state general fund, and, subject to legislative appropriation, the registration and reregistration fees for principals shall be used to reduce the costs associated with enforcing the lobbyist registration laws.

**§41-1232.01. Registration by public bodies; fee**

A. Except as provided in subsection B of this section, before any public body causes any lobbying to occur on its behalf, the public body shall register with the secretary of state by filing a written statement in a format prescribed by the secretary of state, subscribed under penalty of perjury, containing the following information:

1. The name and business address of the public body.
2. The name and business address of a person who is the designated public lobbyist for the public body, regardless of whether this person is engaged to lobby for compensation.
3. The name and business address of each authorized public lobbyist employed by, retained by or representing the public body.
4. For each designated public lobbyist or authorized public lobbyist that is not an individual, the name and business address of all employees of the designated public lobbyist or authorized public lobbyist who may lobby on the public body's behalf.
5. A description of the expenses for which each designated public lobbyist and authorized public lobbyist is to be reimbursed by the public body.

B. If a registration as required by subsection A of this section cannot be accomplished or is not practicable in

advance of the first attempt or occasion to lobby, registration must occur within five business days after the day on which the first lobbying attempt, occasion or activity occurs.

C. Each public body shall reregister not later than 5:00 p.m. on the second Monday in January of each odd numbered year unless at that time the public body no longer engages any designated public lobbyist or authorized public lobbyist. A public body shall file its registration at any time beginning December 1 in the even numbered year until 5:00 p.m. on the second Monday in January in the odd numbered year. Each public body shall amend its registration statement within five business days of any change in the information required by subsection A of this section.

D. A public body shall provide notice to each designated public lobbyist or authorized public lobbyist who is named in the public body's registration or reregistration statement. The notice shall state that the public body has listed the designated public lobbyist or authorized public lobbyist on the public body's registration or reregistration statement and that this listing obligates the designated public lobbyist to register and file all reports required by this article. The notice shall be accompanied by a summary of the lobbyist laws published by the secretary of state, the first page of the public body's registration and the page of the schedule on which the designated or authorized public lobbyist's name appears.

E. Each public body that registers a designated public lobbyist who receives compensation for lobbying from the public body, at the time of registering or reregistering, shall pay a registration or reregistration fee of \$25 to the secretary of state. A public body may not be charged more than one \$25 fee per registration period. Registration and reregistration fees collected by the secretary of state shall be deposited, pursuant to sections 35-146 and 35-147, in the state general fund, and, subject to legislative appropriation, the registration and reregistration fees for public bodies shall be used to reduce the costs associated with enforcing the lobbyist registration laws.

**§41-1232.02. Expenditure reporting; principals and lobbyists; gifts**

A. Each principal shall report annually all single expenditures, whether or not the expenditures were made in the course of lobbying. These single expenditures shall be itemized separately, and each itemization shall include the date of the expenditure, the amount of the expenditure, the name of each state officer or employee receiving or benefitting from the expenditure, the category of the expenditure and the name of the lobbyist or other person who made the expenditure on behalf of the principal. In addition each principal shall report annually the aggregate of all expenditures of \$20 or less received by or benefitting a state officer or employee, whether or not the

expenditures were made in the course of lobbying. The report shall be filed by March 1 and shall list the annual expenditures made on behalf of the principal. If March 1 is a Saturday, Sunday or other legal holiday, the report shall be filed on the next business day.

B. Each lobbyist for compensation and designated lobbyist shall report quarterly all single expenditures incurred in the preceding calendar quarter by the lobbyist for compensation or designated lobbyist, whether or not the single expenditures were made in the course of lobbying. These single expenditures shall be itemized separately, and each itemization shall include the date of the expenditure, the amount of the expenditure, the name of the state officer or employee receiving or benefitting from the expenditure, the category of the expenditure and the principal on whose behalf the expenditure was made. If the expenditure was made by the lobbyist and was not made on behalf of a principal, it shall be itemized separately. The quarterly report shall be filed not later than the last day of the month following the end of the calendar quarter, unless the last day of the month is a Saturday, Sunday or other legal holiday. In that case, the report shall be filed on the next business day.

C. Each lobbyist for compensation and designated lobbyist shall also report quarterly the aggregate of all expenditures of \$20 or less received by or benefitting a state officer or employee, whether or not the expenditures were made in the course of lobbying. The report shall list separately the aggregate of expenditures made on behalf of each principal and the aggregate not made on behalf of any principal. In the fourth calendar quarter, these expenditures shall also be listed by cumulative total for the calendar year. Each quarterly lobbyist report shall include all reportable expenditures made by any employee of the lobbyist for compensation or designated lobbyist, regardless of whether that employee is listed as a lobbyist on any registration filed by a principal engaging the lobbyist. The quarterly report shall be filed not later than the last day of the month following the end of the calendar quarter, unless the last day of the month is a Saturday, Sunday or other legal holiday. In that case, the report shall be filed the next business day.

D. The reports required by subsections A and B of this section shall identify each single expenditure according to the following categories:

1. Food or beverages.
2. Speaking engagement.
3. Travel and lodging.
4. Flowers.
5. Other expenditures.

E. Expenditures by principals and lobbyists such as those for the lobbyist's personal sustenance, office expenses, filing fees, legal fees, employees' compensation, lodging and travel are not required to be reported. In addition, expenditures by a principal or a

lobbyist for family gifts, personal hospitality or those items excluded from the definition of gift pursuant to section 41-1231, paragraph 9, subdivision (a), (c), (d), (f), (g), (h), (i), (j), (k) or (l) are not required to be reported.

F. All expenditures incurred by a principal or lobbyist for special events for legislators, including parties, dinners, athletic events, entertainment and other functions, to which all members of the legislature, either house of the legislature or any committee of the legislature are invited shall be reported. Expenditures are not required to be allocated to individual legislators, but for each such event a description of the event and the date, location, name of the legislative body invited and total expenditures incurred shall be reported. Expenditures for special events held in conjunction with state, national or regional meetings of an organization or association concerned or dealing with legislative or other governmental activities to which all state officers or state employees in attendance at such event are invited shall be reported in the same manner.

G. All information required to be filed pursuant to this section with the secretary of state shall be filed in that office and preserved by the secretary of state for five years from the date of filing, after which time the information shall be destroyed. The information is a public record and open to public inspection.

H. If a principal, lobbyist for compensation or designated lobbyist makes no expenditures that it would otherwise be required to report during a specified reporting period, the principal, lobbyist for compensation or designated lobbyist may sign a form under penalty of perjury prescribed by the secretary of state indicating that there were no expenditures during the specific reporting period.

I. A person or organization shall not make a gift to or an expenditure on behalf of a state officer or employee through another person or organization for the purpose of disguising the identity of the person making the gift or expenditure.

J. A principal or lobbyist or any other person acting on behalf of a principal or lobbyist shall not give to any state officer or state employee and a state officer or state employee shall not accept from a principal or lobbyist either of the following:

1. Gifts with a total value of more than \$10 during any calendar year.
2. Gifts that are designed to influence the state officer's or state employee's official conduct.

**§41-1232.03. Expenditure reporting; public bodies and public lobbyists; gifts**

A. Each public body shall report annually all single expenditures received by or benefitting a member of the legislature whether or not the expenditures were made in the course of lobbying. These expenditures shall be itemized separately, and each itemization shall include the date of the expenditure, the amount of the

expenditure, the name of each member of the legislature receiving or benefitting from the expenditure, the category of the expenditure and the name of the designated public lobbyist or authorized public lobbyist who made the expenditure on behalf of the public body. In addition each public body shall report annually the aggregate of all expenditures of \$20 or less received by or benefitting a member of the legislature, whether or not the expenditures were made in the course of lobbying. The report shall list all expenditures by the public body made in the course of lobbying for the personal sustenance, filing fee, legal fees, employees' compensation, meals, lodging and travel of the designated public lobbyist and all authorized public lobbyists employed or retained by, and representing, the public body. The public body shall apportion expenditures that are attributable both to lobbying and to other activities of the public body and shall report only the portion attributable to lobbying. For the purpose of reporting employee compensation, a public body, on establishing a time allocation schedule for apportioned lobbying activity based on actual experience under this article, may submit after the 1993 calendar year an affidavit to the secretary of state stating the compensation attributable to lobbying for subsequent years for the designated public lobbyist and all authorized public lobbyists whose job responsibilities have not been significantly altered since the time allocation schedule was established. The report shall be filed by March 1 and shall list the annual expenditures made on behalf of the public body. If March 1 is a Saturday, Sunday or other legal holiday, the report shall be filed on the next business day.

B. Each designated public lobbyist shall report quarterly all single expenditures received by or benefitting a member of the legislature and incurred in the preceding calendar quarter by the designated public lobbyist, whether or not the single expenditures were made in the course of lobbying. Each designated public lobbyist's report shall also include all single expenditures incurred in the preceding calendar quarter by each authorized public lobbyist who is registered pursuant to section 41-1232.01 by the same public body that registered the designated public lobbyist. This subsection does not apply to an expenditure that was made by a designated public lobbyist or authorized public lobbyist and that was received by or benefitted an employee of a public body, if the employee is not a member or employee of the legislature or a member of the household of a member or employee of the legislature. These expenditures shall be itemized separately, and each itemization shall include the date of the expenditure, the amount of the expenditure, the name of the member or employee receiving or benefitting from the expenditure, the category of the expenditure and the public body on whose behalf the expenditure was made. If the expenditure was made by the designated public lobbyist

or authorized public lobbyist and was not made on behalf of a public body, it shall be itemized separately. The quarterly report shall be filed not later than the last day of the month following the end of the calendar quarter, unless the last day of the month is a Saturday, Sunday or other legal holiday. In that case, the report shall be filed on the next business day.

C. Each designated public lobbyist shall also report quarterly the aggregate of all expenditures of \$20 or less received by or benefitting a member of the legislature, whether or not the expenditures were made in the course of lobbying. Each designated public lobbyist's report shall also include the aggregate of all expenditures of \$20 or less that were received by or benefitted a member of the legislature and that were made by an authorized public lobbyist who is registered pursuant to section 41-1232.01 by the same public body that registered the designated public lobbyist. This subsection does not apply to an expenditure that was made by a designated public lobbyist or authorized public lobbyist and that was received by or benefitted an employee of a public body, if the employee is not a member or employee of the legislature or a member of the household of a member or employee of the legislature. The report shall list separately the aggregate of expenditures made on behalf of each public body and the aggregate not made on behalf of any public body. In the fourth calendar quarter, these expenditures shall also be listed by cumulative total for the calendar year. Each quarterly lobbyist report shall include all reportable expenditures made by any employee of the designated public lobbyist or authorized public lobbyist, regardless of whether that employee is listed as a designated public lobbyist or authorized public lobbyist on any registration filed by a public body engaging the designated public lobbyist or authorized public lobbyist. The quarterly report shall be filed not later than the last day of the month following the end of the calendar quarter, unless the last day of the month is a Saturday, Sunday or other legal holiday. In that case, the report shall be filed on the next business day.

D. The reports required by subsections A and B of this section shall identify the nature of each single expenditure according to the following categories:

1. Food or beverages.
2. Speaking engagement.
3. Travel and lodging.
4. Flowers.
5. Other expenditures.

E. Expenditures by a public body, designated public lobbyist or authorized public lobbyist for personal sustenance, family gifts, personal hospitality or those items excluded from the definition of gift pursuant to section 41-1231, paragraph 9, subdivision (a), (c), (d), (f), (g), (h), (i), (j), (k) or (l) are not required to be reported.

F. All expenditures incurred by a public body, designated public lobbyist or authorized public lobbyist in the case

of special events for legislators, including parties, dinners, athletic events, entertainment and other functions, to which all members of the legislature, either house of the legislature or any committee of the legislature are invited shall be reported. Expenditures are not required to be allocated to individual legislators, but for each such event a description of the event and the date, location, name of the legislative body invited and total expenditures incurred shall be reported. Expenditures for special events held in conjunction with state, national or regional meetings of an organization or association concerned or dealing with legislative or other governmental activities to which all members or employees of the legislature in attendance at such event are invited shall be reported in the same manner.

G. All information required to be filed pursuant to this section with the secretary of state shall be filed in that office and preserved by the secretary of state for five years from the date of filing, after which time the information shall be destroyed. The information is a public record and open to public inspection.

H. If a public body or designated public lobbyist makes no expenditures that it would otherwise be required to report during a specified reporting period, the public body or designated public lobbyist may sign a form under penalty of perjury prescribed by the secretary of state indicating that there were no expenditures during the specific reporting period.

I. A person or organization shall not make a gift to or an expenditure on behalf of a member or employee of the legislature through another person or organization for the purpose of disguising the identity of the person making the gift or expenditure.

J. A public body, designated public lobbyist or authorized public lobbyist or any other person acting on behalf of a public body, designated public lobbyist or authorized public lobbyist shall not give to any member of the legislature and a member of the legislature shall not accept from a public body, designated public lobbyist or authorized public lobbyist either of the following:

1. Gifts with a total value of more than \$10 during any calendar year.
2. Gifts that are designed to influence the member's or employee's official conduct.

K. Subsection J of this section does not apply to gifts given by a public body, designated public lobbyist or authorized public lobbyist to an employee of a public body, if the employee is not a public official or a member of the household of a public official or if the gift is accepted on behalf of the public body and remains the property of the public body.

**§41-1232.04. Registration; exceptions**

Sections 41-1232, 41-1232.01, 41-1232.02 and 41-1232.03 do not apply to a person if that person is acting in the following capacity:

1. A natural person who merely appears for himself before a committee of the legislature or before a state officer or employee or a state agency, board, commission or council to lobby in support of or in opposition to legislation or official action.

2. A natural person who, acting in his own behalf, sends a letter to, converses on the telephone with or has a personal conversation with a state officer or employee for the purpose of supporting or opposing any legislation or official action.

3. A duly elected or retained public official, judge or justice, a person duly appointed to an elective public office, or an appointed member of a state, county or local board, advisory committee, commission or council acting in his official capacity on matters pertaining to his office, board, advisory committee, commission or council.

4. A person who answers technical questions or provides technical information at the request of a lobbyist, designated public lobbyist, authorized public lobbyist or legislator and who makes no expenditures required to be reported by this article.

5. A person who performs professional services in drafting bills or in advising and rendering opinions to clients as to the construction and effect of proposed or pending legislation.

6. An attorney who represents clients before any court or before any quasi-judicial body.

7. A person who contacts a state officer or state employee solely for the purpose of acquiring information.

8. A natural person who is a member of an association, who is not the lobbyist for compensation, designated lobbyist or authorized lobbyist for the association and who does not make any expenditures that would otherwise be required to be reported by this article if the natural person were a lobbyist, a designated public lobbyist or an authorized public lobbyist.

**§41-1232.05. Lobbyist registration; handbook; requirement**

A. A person who is listed by a principal or public body on a registration form pursuant to section 41-1232 or 41-1232.01 as a lobbyist for compensation, designated lobbyist or designated public lobbyist shall file a lobbyist registration form with the secretary of state in a format prescribed by the secretary of state no later than 5:00 p.m. on the second Monday in January of each even numbered year and shall read a handbook containing statutes and rules governing lobbyists for compensation, designated lobbyists and designated public lobbyists, written guidelines and forms and samples for completing the lobbyist disclosure forms. A person shall file the registration at any time beginning December 1 in the odd numbered year until 5:00 p.m. on the second Monday in January in the even numbered year. The lobbyist handbook shall be written and prescribed by the

secretary of state. A person who is originally listed as a lobbyist for compensation, designated lobbyist or designated public lobbyist for a month other than January shall file, within thirty days, a registration form and shall file a registration form for January of each even numbered year thereafter if the person continues to be listed as a lobbyist for compensation, designated lobbyist or designated public lobbyist.

B. The lobbyist registration form shall include:

1. The name of the lobbyist for compensation, designated lobbyist or designated public lobbyist.

2. The business name and address of the lobbyist for compensation, designated lobbyist or designated public lobbyist.

3. A statement that the lobbyist for compensation, designated lobbyist or designated public lobbyist has read the lobbyist handbook prescribed in subsection A of this section.

**§41-1232.06. Exemption; unpaid volunteers**

This article does not apply to expenditures made for or gifts given to members of any state agency, board, commission, committee or council who are not publicly elected and who serve without compensation provided that the expenditure or gift is not made in the course of lobbying that member. If the expenditure or gift is made in the course of lobbying, the reporting requirements of sections 41-1232 and 41-1232.01 shall apply. Payments made to a member of any state agency, board, commission, committee or council pursuant to title 38, chapter 4, article 2 shall not be considered compensation for the purposes of this section.

**§41-1232.07. Electronic filings**

A. Any report or registration form that is required to be filed pursuant to this article may be filed in an electronic format that is approved by the secretary of state. The secretary of state may require that reports or registration forms be filed with an additional written or printed copy.

B. A report or registration form that is filed in electronic format pursuant to this section is not required to bear a notarized signature but is deemed to be filed under penalty of perjury.

C. An electronic filing made pursuant to this section is sufficient to comply with the filing requirements of this article if the filing is properly formatted as prescribed by this article and the information contained in the filing is complete and correct.

**§41-1232.08. Entertainment ban; state and political subdivisions; exceptions**

A. A principal, designated lobbyist, authorized lobbyist, lobbyist for compensation, public body, designated public lobbyist or authorized public lobbyist or any other person acting on that person's behalf shall not make an expenditure or single expenditure for entertainment for

a state officer or state employee. A state officer or state employee shall not accept an expenditure or single expenditure for entertainment from a principal, designated lobbyist, authorized lobbyist, lobbyist for compensation, public body, designated public lobbyist or authorized public lobbyist or any other person acting on that person's behalf.

B. A person who for compensation attempts to influence the procurement of materials, services or construction by an agency as defined in section 41-1001, including the office of the governor, or the passage or defeat of legislation, ordinances, rules, regulations, nominations and other matters that are pending or proposed or that are subject to formal approval by the corporation commission, a county board of supervisors, a city or town governing body or a school district governing board or any person acting on that person's behalf shall not make an expenditure or single expenditure for entertainment for an elected or appointed member of the corporation commission, a county board of supervisors, a city or town governing body or a school district governing board. An elected or appointed member of the corporation commission, a county board of supervisors, a city or town governing body or a school district governing board shall not accept an expenditure or single expenditure for entertainment from a person who for compensation attempts to influence the procurement of materials, services or construction by an agency as defined in section 41-1001, including the office of the governor, or the passage or defeat of legislation, ordinances, rules, regulations, nominations and other matters that are pending or proposed or that are subject to formal approval by the corporation commission, a county board of supervisors, a city or town governing body or a school district governing board.

C. This section shall not apply to:

1. Entertainment in connection with a special event properly reported pursuant to this article.
2. Entertainment that is incidental to a speaking engagement.
3. The following persons while attending or participating in any sporting or cultural event or activity, sponsored by the board, district or institution, in a facility that is owned or operated by the board, district or institution:
  - (a) Employees of a school district governing board.
  - (b) Employees of a community college district governing board.
  - (c) Employees of any institution under the jurisdiction of the Arizona board of regents.

D. The provisions of this article that define special events for legislators apply to special events for members of the Arizona board of regents.

**§41-1233. Prohibited acts**

No person shall:

1. Retain or employ another person to promote or oppose legislation for compensation contingent in whole or in part on the passage or defeat of any legislation, or the approval or veto of any legislation by the governor, and no person shall accept employment or render service for compensation on a contingent basis.
2. Lobby the legislature for compensation within one year after the person ceases to be a member of the senate or house of representatives.
3. In any manner improperly seek to influence the vote of any member of the legislature through communication with that member's employer.
4. Lobby the public body that employed the person in a capacity having a significant procurement role as defined in section 41-741 in the procurement of materials, services or construction within one year after the person ceases to be employed by the public body.

**§41-1233.01. Disclosure**

A person who is registered pursuant to this article or who is a designated lobbyist, lobbyist for compensation, authorized lobbyist, designated public lobbyist or authorized public lobbyist shall disclose that fact to:

1. Any legislator the person is lobbying for the first time or on any subsequent request of a legislator.
2. Any public official or employee of a public body each time that the person is lobbying for the procurement of materials, services or construction. The person also shall disclose the name of that person's client.

**§41-1234. Publicly funded contract lobbyists; prohibition; definition**

A. Notwithstanding any other law, a state agency, office, department, board or commission and any person acting on behalf of a state agency, office, department, board or commission shall not:

1. Enter into a contract or other agreement with a person or entity for lobbying services.
2. Spend monies for any person or entity to lobby on behalf of that agency, office, department, board or commission unless that person is a state employee.

B. This section does not apply to any state agency, office, department, board or commission that is either:

1. Headed by one or more elected officials.
2. Exempt from title 41, chapter 23 for the purposes of contracts for professional lobbyists.

C. This section does not apply to the employment relationship of a lobbyist who is a state employee directly employed by a state governmental unit for whom the employee acts as a lobbyist or lobbying is part of the employee's job description.

D. For the purposes of this section, "state employee" has the same meaning prescribed in section 41-1231.

**§41-1234.01. Contributions prohibited during session; exceptions**

A. While registered under this article, a principal, public body, lobbyist, designated public lobbyist or authorized public lobbyist shall not make or promise to make a campaign contribution to or solicit or promise to solicit campaign contributions for:

1. A member of the legislature when the legislature is in regular session.
2. The governor when the legislature is in regular session or when regular session legislation is pending executive approval or veto.

B. Subsection A of this section only prohibits campaign contributions by principals, lobbyists, designated public lobbyists or authorized public lobbyists and the solicitation of campaign contributions by principals or lobbyists during any time that the legislature is in regular session but does not prohibit principals or lobbyists from raising monies for any other purpose during the regular session of the legislature.

C. A member of the legislature or the governor may accept a campaign contribution that is received by a member of the legislature or the governor within three calendar days after the first day of the regular session of the legislature if the campaign contribution was mailed and postmarked before the first day of the regular legislative session.

**§41-1235. Spurious communications; classification**

Whoever shall transmit, utter or publish to the legislature, or to any member or members of the legislature, or any committee, officer or employee of either house of the legislature, or to any state officer, agency, board, commission or council any communication materially related to any matter within the jurisdiction of the legislature, or be a party to the preparation thereof, knowing such communication or signature thereto is false, forged, counterfeit or fictitious shall be guilty of a class 2 misdemeanor.

**§41-1236. Reports and statements under penalty of perjury** All reports and statements required under this article shall be made under penalty of perjury.

**§41-1237. Violation; classification**

A. Any person who knowingly violates any of the provisions of this article and any person who knowingly files any document provided for in this article that contains any materially false statement or material omission or any person who knowingly fails to comply with any material requirement of this article is guilty of a class 1 misdemeanor unless another classification is specifically prescribed in this article.

B. Any alleged violation of any provisions of this article may be investigated and prosecuted by the attorney general or by the county attorney of the county in which the alleged offense was committed.

**§41-1237.01. Compliance orders; injunctive relief; civil penalties**

A. If the secretary of state has reasonable cause to believe that a person is violating any provision of this article, the secretary of state shall notify the attorney general and the attorney general may serve on the person an order requiring compliance with that provision. The order shall state with reasonable particularity the nature of the violation and shall require compliance within twenty days from the date of issuance of the order. The alleged violator has twenty days from the date of issuance of the order to request a hearing pursuant to chapter 6, article 10 of this title.

B. If a person does not request a hearing and fails to take corrective action within the time specified in the compliance order issued pursuant to subsection A of this section or if, after the hearing, the person fails to take corrective action in compliance with an order issued after the hearing within the time specified in the order, the attorney general shall issue an order assessing a civil penalty of not more than one thousand dollars. The person alleged to have violated the compliance order has thirty days from the date of issuance of the order assessing the civil penalty to request a hearing pursuant to chapter 6, article 10 of this title.

C. Except as provided in section 41-1092.08, subsection H, any party aggrieved by a final order or decision of the attorney general may appeal to the superior court pursuant to title 12, chapter 7, article 6.

**§41-1238. Limitations**

No provision of this article shall be construed, interpreted or enforced so as to limit, impair, abridge or destroy any person's right of freedom of expression and participation in government processes, or freedom of the press.

**§41-1239. Duties of secretary of state**

A. The secretary of state shall:

1. Prescribe and publish the registration and registration amendment forms and the annual and quarterly expenditure forms, handbooks and rules necessary to carry out the provisions of this article.

2. Refer to the attorney general or county attorney for investigation any matter which the secretary of state has reason to believe constitutes a violation of any of the provisions of this article.

3. Provide for the cross-referencing of the registration required by sections 41-1232 and 41-1232.01 so that each lobbyist authorized by a principal pursuant to section 41-1232, subsection A and each public lobbyist authorized by a public body pursuant to section 41-1232.01, subsection A shall be identified with such principal.

4. Advise incumbents and nonincumbent candidates regarding campaign finance laws and public officer

reporting and disclosure laws. At the request of the person asking for advice, the secretary of state shall log the request and the response.

5. Compile and issue an annual report of all expenditures reported by principals, public bodies, lobbyists and public lobbyists. The annual report shall accurately summarize all expenditures for lobbying but shall not double report expenditures by a lobbyist that were reimbursed and reported by a principal or public body. The report shall list the name of each principal or public body along with the name of each lobbyist or public lobbyist that is listed on the principal's registration statement.

B. The secretary of state may adopt rules regarding initiative, referendum and recall. Rules adopted pursuant to this subsection apply to statewide and county initiatives, referenda and recalls.