



## LOBBYIST REGISTRATION FORM

Lobbyist/Registrant  
Name: \_\_\_\_\_

Filing  
Date: \_\_\_\_\_

### SECTION I. BASIC GUIDELINES

The Irving Ethics Code requires persons or entities who engage in lobbying Irving City Officials to register with the City Secretary if (check one):

- \_\_\_\_\_ With respect to any client, the person or entity engages in lobbying activities for compensation in excess of \$500 for any single engagement; or \$2,000 for all engagements in a given calendar year; or
- \_\_\_\_\_ The person or entity expends monies for lobbying activities in excess of \$1,000 in a calendar year.

#### Exceptions to Registration:

1. An engineer, architect, or other person or firm who represents a property owner in a planning or zoning matter and signs a City application relating to such matter is not required to register for that property owner.
2. Employees or agents who are included in the Consolidated Registration of an individual, firm or organization that registers as a lobbyist under Section 2.02(4) of the Irving Ethics Code.
3. If the only communication undertaken is excluded from the definition of "lobby" in Article IV, (such as making comments on the record at public, City meetings), then registration is not required. If there is any type of communication, direct or indirect, not specifically excluded, then registration is required.

### SECTION II. REGISTRANT INFORMATION

Registrant's  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Form of Registrant's Business:

- Individual    Corporation    Partnership    Other

If other, describe: \_\_\_\_\_

**SECTION III. INFORMATION ON SIGNER IF REGISTRANT IS NOT AN INDIVIDUAL**  
*(Must be Authorized Officer or Agent of Registrant)*

Signer's  
Name: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

**SECTION IV. NAME OF REGISTRANT'S EMPLOYEES OR AGENTS ACTING AS LOBBYIST FOR A CLIENT**  
*(For Consolidated Registrations)*

Employee/Agent  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Employee/Agent  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Employee/Agent  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Employee/Agent  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Employee/Agent  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Employee/Agent  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_



## SECTION V. RECOGNITION AND ATTESTATION

By signing this form, I am affirming and swearing and acknowledging that:

1. I am signing this form on behalf of myself or my firm, and that I am fully competent and duly authorized to do so.
2. All statements in this form are true.
3. A copy of the Irving Ethics Code has been provided to me or I have been advised that I may view a copy of the Current Ethics Policy at the City of Irving official Web Site, <http://www.cityofirving.org/city-attorney/ethics.asp>.
4. Lobbyists must register within 90 days of beginning lobbying activity or prior to any official City action relating to the subject matter of the lobbying.
5. Lobbyists must register annually in January if lobbying activities continue from one calendar year to the next.
6. This registration form and all of the information included hereon is a public document and may be published or made available to any requester.
7. Lobbyists whose clients have discretionary contracts with the City of Irving in an amount exceeding \$100,000 are prohibited from making campaign contributions to members of or candidates for the Irving City Council while such discretionary contract is being sought, is pending, active or under consideration before the City Council.
8. Each time a Lobbyist addresses a City Official, the City Council, a City Board or City Commission, the Lobbyist shall orally identify themselves and the clients represented in the matter for consideration. All Lobbyists shall also identify themselves, their clients and whether they are registered as a lobbyist on appropriate sign-in sheets.
9. A Lobbyist must file a separate registration for each client represented on a Lobbyist Client Identification Form.

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(SIGNATURE)

**ENTITY ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_ §

§

COUNTY OF \_\_\_\_\_ §

§

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Title)

of \_\_\_\_\_, a corporation, partnership or other entity, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that the same was the act of the said corporation, partnership or other entity, that he/she was duly authorized to perform the same by appropriate resolution of the board of directors of such entity and that he/she executed the same as the act of such corporation for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

**SINGLE ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_ .....

.....

COUNTY OF \_\_\_\_\_ .....

.....

On this day personally appeared \_\_\_\_\_ before me, the undersigned authority, a Notary Public in and for said County and State, and known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

