

Instructions for Form LD-1, Lobbying Registration

The Lobbying Disclosure Act of 1995, as amended (2 U.S.C. § 1601 et. seq.), requires lobbying firms and organizations to register and file reports of their lobbying activities with the Secretary of the Senate and the Clerk of the House of Representatives.

Form LD-1 is used for initial registration under Section 4 of the Act (2 U.S.C. § 1603). Form LD-2 is used for complying with the semiannual reporting requirements of Section 5 of the Act (2 U.S.C. § 1604).

WHO MUST REGISTER. LOBBYING FIRMS, i.e., entities with one or more lobbyists, including self-employed individuals who act as lobbyists for outside clients, are required to file a separate registration for each client. ORGANIZATIONS employing in-house lobbyists file a single registration.

A lobbying firm is exempt from registration for a particular **client** if its total income from that client for **lobbying activities** does not exceed and is not expected to exceed \$5,500 during a semiannual period. An organization employing in-house lobbyists is exempt from registration if its total expenses for **lobbying activities** do not exceed and are not expected to exceed \$22,500 during a semiannual period.

WHEN TO REGISTER. Registration is required no later than 45 days after a lobbyist first makes a lobbying contact or is employed or retained to make a lobbying contact.

WHERE TO REGISTER. Prepare two originals of Form LD-1 and file one with each office listed below:

Secretary of the Senate
Office of Public Records
232 Hart Senate Office Building
Washington, DC 20510

AND

Clerk of the House of Representatives
Legislative Resource Center
B-106 Cannon House Office Building
Washington, DC 20515

PUBLIC AVAILABILITY. The Act requires the Secretary of the Senate and the Clerk of the House of Representatives to make all registrations and reports available to the public as soon as practicable after they are received.

ADDENDUM. If the space on Form LD-1 is insufficient for any required information, attach additional pages as needed, clearly stating the name of the registrant and client and identifying the line number(s) to which the information pertains.

AMENDMENTS. A registrant must immediately file an amended Form LD-1: (1) if notified of a defect in the original filing by the Secretary of the Senate or the Clerk of the House of Representatives; or (2) if erroneously reported information is discovered by the registrant. Once registered, updated information (name and address changes, new lobbyists, new issue area codes, etc.) must be disclosed in the registrant's next semiannual report (See Form LD- 2 instructions for details).

TERMINATION. A registrant terminates a registration by submitting a completed LD-2 report, indicating termination, to the Secretary of the Senate (Office of Public Records) and the Clerk of the House of Representatives (Legislative Resource Center).

REVIEW AND COMPLIANCE. The Secretary of the Senate (Office of Public Records) and the Clerk of the House (Legislative Resource Center) must review, verify, and request corrections in writing to ensure the accuracy, completeness, and timeliness of registrations filed under the Act.

PENALTIES. Whoever knowingly fails: (1) to correct a defective filing within 60 days after notice of such a defect by the Secretary of the Senate or the Clerk of the House; or (2) to comply with any other provision of the Act, may be subject to a civil fine of not more than \$50,000.

FOR FURTHER INFORMATION. Contact the Senate Office of Public Records, 232 Hart Senate Office Building, Washington, DC 20510, (202) 224-0758, or the House Legislative Resource Center, B-106 Cannon House Office Building, Washington, DC 20515, (202) 226-5200.

LINE-BY-LINE INSTRUCTIONS

LINE 1. EFFECTIVE DATE OF REGISTRATION: Enter the date that the registrant is retained or first makes a lobbying contact, whichever is earlier. If the effective date is prior to the end of a semiannual reporting period, a lobbying report must be filed detailing the activity for that semiannual period.

LINE 2. IDENTIFICATION NUMBER: Leave these lines blank if this is an initial registration. These numbers will be assigned by the Legislative Resource Center and the Public Records Office after the registration is processed and will be unique to each registrant-client relationship. After being notified of these numbers, use them in all correspondence pertaining to this relationship.

LINE 3. REGISTRANT NAME AND ADDRESS: Indicate the registrant's full legal name, any trade name, and mailing address. The name will be either the name of the lobbying firm or the name of the organization employing in-house lobbyists. Individual lobbyists do not register unless they are self-employed, in which case they register as firms and indicate their own names and any trade or business names.

LINE 4. PRINCIPAL PLACE OF BUSINESS: Indicate the city and state or country (if outside the United States) of the registrant's principal place of business, if different from the address on line 3.

LINE 5. TELEPHONE NUMBER AND CONTACT NAME: Indicate the telephone number and the name of the person to contact for any questions concerning the registration. Enter optional e-mail address if you wish to receive electronic correspondence.

LINE 6. GENERAL DESCRIPTION OF REGISTRANT'S BUSINESS OR ACTIVITIES: Provide a general description of the registrant's business or activities, e.g. "manufacturing," "computer software developer," "law firm," "public relations firm," "self-employed public affairs consultant," "social welfare organization," etc.

LINE 7. CLIENT NAME AND ADDRESS: State the name and address of the client. Lobbying firms must file a separate registration for each client. An organization lobbying on its own behalf checks the box to indicate "Self" and proceeds to line 10.

LINE 8. CLIENT PRINCIPAL PLACE OF BUSINESS: Indicate the client's principal place of business (city and state, or country, if outside the United States), if different from line 7.

LINE 9. GENERAL DESCRIPTION OF CLIENT'S BUSINESS OR ACTIVITIES: Provide a general description of the business or activities of the client (see instructions to line 6 for examples).

LINE 10. LOBBYISTS: List the name of each individual who acted or is expected to act as a lobbyist for the client identified on line 7. If any person listed in this section has served as a "covered executive branch official" or "covered legislative branch official" within two years of first acting as a lobbyist for the client, identify that person as a "covered official" and state the executive and/or legislative position in which the person served. **Self-employed lobbyists must restate their names on this line and indicate any covered status as described above.**

Note that an individual whose lobbying activities for the client are less than 20 % of that individual's total services to the client (measured by time spent during any six-month period) is not considered a lobbyist.

LINE 11. LOBBYING ISSUES: Select categories from the following list that most closely match the client's lobbying issue areas. Enter the corresponding codes on line 11. Enter as many as necessary to accurately reflect all actual and anticipated lobbying activities.

ACC Accounting	HCR Health Issues
ADV Advertising	HOU Housing
AER Aerospace	IMM Immigration
AGR Agriculture	IND Indian/Native American Affairs
ALC Alcohol & Drug Abuse	INS Insurance
ANI Animals	LBR Labor Issues/Antitrust/ Workplace
APP Apparel/Clothing Industry/Textiles	LAW Law Enforcement/Crime/ Criminal Justice
ART Arts/Entertainment	MAN Manufacturing
AUT Automotive Industry	MAR Marine/Maritime/ Boating/Fisheries
AVI Aviation/Aircraft/ Airlines	MIA Media (Information/ Publishing)
BAN Banking	MED Medical/Disease Research/ Clinical Labs
BNK Bankruptcy	MMM Medicare/Medicaid
BEV Beverage Industry	MON Minting/Money/ Gold Standard
BUD Budget/Appropriations	NAT Natural Resources
CHM Chemicals/Chemical Industry	PHA Pharmacy
CIV Civil Rights/Civil Liberties	POS Postal
CAW Clean Air & Water (Quality)	RRR Railroads
CDT Commodities (Big Ticket)	RES Real Estate/Land Use/Conservation
COM Communications/ Broadcasting/ Radio/TV	REL Religion
CPI Computer Industry	RET Retirement
CSP Consumer Issues/Safety/ Protection	ROD Roads/Highway
CON Constitution	SCI Science/Technology
CPT Copyright/Patent/ Trademark	SMB Small Business
DEF Defense	SPO Sports/Athletics
DOC District of Columbia	TAX Taxation/Internal Revenue Code
DIS Disaster Planning/Emergencies	TEC Telecommunications

ECN	Economics/Economic Development	TOB	Tobacco
EDU	Education	TOR	Torts
ENG	Energy/Nuclear	TRD	Trade (Domestic & Foreign)
ENV	Environmental/Superfund	TRA	Transportation
FAM	Family Issues/Abortion/ Adoption	TOU	Travel/Tourism
FIR	Firearms/Guns/ Ammunition	TRU	Trucking/Shipping
FIN	Financial Institutions/Investments/ Securities	URB	Urban Development/ Municipalities
FOO	Food Industry (Safety, Labeling, etc.)	UNM	Unemployment
FOR	Foreign Relations	UTI	Utilities
FUE	Fuel/Gas/Oil	VET	Veterans
GAM	Gaming/Gambling/ Casino	WAS	Waste (hazardous/ solid/ interstate/ nuclear)
GOV	Government Issues	WEL	Welfare

LINE 12. SPECIFIC LOBBYING ISSUES: Identify the client's specific issues that have been addressed (as of the date of the registration) or are likely to be addressed in lobbying activities. Include, for example, specific bills before Congress or specific executive branch actions. **BE SPECIFIC. Bill numbers alone do not satisfy the requirements for reporting on this line and restatement of the general issue code is insufficient.** Use the following format to describe legislation: BILL NO, BILL TITLE, AND DESCRIPTION OF THE SPECIFIC SECTION(S) OF INTEREST.

i.e., "H.R. 3610, Department of Defense Appropriations Act of 1996, Title 2, all provisions relating to environmental restoration."

For specific issues other than legislation, provide detailed descriptions of lobbying efforts. Do not leave line blank.

LINE 13. AFFILIATED ORGANIZATIONS: Identify the name, address, and principal place of business of any entity other than the client that contributes in excess of \$10,000 toward the registrant's lobbying activities in a semiannual period and in whole or in major part plans, supervises, or controls such lobbying activities.

LINE 14. FOREIGN ENTITIES: Identify the name, address, principal place of business, amount of any contribution in excess of \$10,000, and the approximate percentage of equitable ownership in the client of any foreign entity that:

- a) holds at least 20% equitable ownership in the client or any organization identified on line 13; **or**
- b) directly or indirectly, in whole or in major part, plans, supervises, controls, directs, finances or subsidizes activities of the client or any organization identified on line 13; **or**
- c) is an affiliate of the client or any organization identified on line 13 and has direct interest in the outcome the lobbying activity,

SIGNATURE. Form LD-1 must be signed and dated by the officer or employee of the registrant who is responsible for the accuracy of the information contained in the registration. Type or print the signer's name and title.