

# 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).
- F. 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.
- G. Once a Registrant has submitted an electronic filing, the filing cannot be withdrawn. Information may be corrected by filing an amended report.
- H. 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 filing or submission.

- I. 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.
- J. 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.
- K. 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

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_  
 Signature of Registrant

SUBSCRIBED AND SWORN TO (Affirmed) before me  
 this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

ss

\_\_\_\_\_  
 My Commission Expires

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