



# Lobbyist Reporting Form

Required for Lobbyist Registration, Termination,  
or Quarterly Activity Reporting

## Section 1: Cover Sheet

Use this form to comply with the City’s Lobbyist and Lobbyist Organization Registration and Disclosure Ordinance (“Lobbyist Ordinance”), ROA 1994, Sections 2-3-1 to -8:

- 1) Register as a lobbyist in accordance with Section 2-3-4;
- 2) Amend or update registration information previously provided in accordance with Section 2-3-4;
- 3) Terminate registration as a lobbyist per Section 2-3-4; or
- 4) Report lobbying activities engaged in during the preceding calendar quarter in accordance with Section 2-3-4.

For assistance filling out this form, please contact the City Clerk’s office.

**\*\*\*FOR BEST RESULTS, PLEASE USE ADOBE READER OR ADOBE ACROBAT WHEN FILLING OUT THE FORM.\*\*\***

<b>LOBBYIST NAME</b>	Title <input type="text"/> First Name* <input type="text"/> Middle <input type="text"/> Last Name* <input type="text"/> Suffix <input type="text"/> <input type="checkbox"/> My employer is a 501(c)(3) non-profit organization
<b>EMPLOYING ENTITY</b>	Entity/Organization Name <input type="text"/>
<b>LOBBYIST PERMANENT BUSINESS STREET ADDRESS</b>	Permanent Business Street Address* <input type="text"/> Apartment or Suite Number <input type="text"/> City* <input type="text"/> State* <input type="text"/> Zip Code* <input type="text"/>
<b>LOBBYIST BUSINESS MAILING ADDRESS</b>	Business Mailing Address* <input type="text"/> Apartment or Suite Number <input type="text"/> City* <input type="text"/> State* <input type="text"/> Zip Code* <input type="text"/>

\*Indicates a required field



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## REPORT TYPE \*

*Check all that apply.  
You may make more  
than one selection on  
a single form.*

- I am registering as a new lobbyist
- I am renewing my annual lobbyist registration
- I am updating my current registration information for my most recent Quarterly Activity Report

I am submitting my Quarterly Activity Report, including client compensation and expenditures, for the following activity reporting deadline:

January                      April                      July                      October

I am correcting the information provided on a previously filed report

Previous Report Type:

Previous Report Date

**I am terminating my Lobbyist Registration with the City of Albuquerque and this report is my final activity report.**



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## Section 2: Municipal Question

For each municipal question on which the individual lobbyist will lobby, the lobbyist will need to submit a separate registration in accordance with Section 2-3-4 (E). The registration must include:

- 1) a specific description of each municipal question; and
- 2) the subject matter(s) from the list of subjects below that apply to the specific municipal question.

**SPECIFIC DESCRIPTION OF THE MUNICIPAL QUESTION\***

Subject Matter(s)\*: Check all subject matters that apply to the municipal question above

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Accessibility or Persons with Disabilities                 | <input type="checkbox"/> Environmental Matters, Air or Water Quality, or Watershed Protection   | <input type="checkbox"/> Permits (Building, Site Plans)                                       |
| <input type="checkbox"/> Affordability  | <input type="checkbox"/> Finance, Budget, or Investments  | <input type="checkbox"/> Permits (Other)  |
| <input type="checkbox"/> Animals  | <input type="checkbox"/> Health, Healthcare, Mental Health, or Human Services   | <input type="checkbox"/> Public Safety, Policy, Fire, EMS, or Emergency Planning and Response |
| <input type="checkbox"/> Annexation   | <input type="checkbox"/> Historic Preservation  | <input type="checkbox"/> Public Utilities, Energy, Water, Solid Waste, or Recycling           |
| <input type="checkbox"/> Arts, Music, Film, Cultural, or Creative Industries        | <input type="checkbox"/> Hospitality, Tourism, Events, or the Albuquerque Convention Center   | <input type="checkbox"/> Quality of Life Affairs  |
| <input type="checkbox"/> Aviation   | <input type="checkbox"/> Human Rights or Immigration  | <input type="checkbox"/> Real Estate  |
| <input type="checkbox"/> City Infrastructure or Public Works                        | <input type="checkbox"/> Labor or Workforce   | <input type="checkbox"/> Rules, Proposed Rules, or Rule Making                                |
| <input type="checkbox"/> Civil Service, Municipal Employment, or Retirement Systems | <input type="checkbox"/> Land Development or Land Use   | <input type="checkbox"/> Taxation or Fees   |
| <input type="checkbox"/> Code Compliance  | <input type="checkbox"/> Municipal Court  | <input type="checkbox"/> Technology or Communications   |
| <input type="checkbox"/> Construction   | <input type="checkbox"/> Municipal Legislation  | <input type="checkbox"/> Transportation or Mobility   |
| <input type="checkbox"/> Contracts or Procurement                                   | <input type="checkbox"/> Neighborhoods  | <input type="checkbox"/> Zoning or Platting   |
| <input type="checkbox"/> Diversity, Equity, or Inclusion                            | <input type="checkbox"/> Parks, Recreation, Libraries, or Museums   |   |
| <input type="checkbox"/> Economic Development                                       | <input type="checkbox"/> Other: <div style="border: 1px solid black; display: inline-block; width: 500px; height: 20px; vertical-align: middle;"></div> |   |

\*Indicates a required field





# Lobbyist Reporting Form

## Section 4:

## Bank Account

*Required for Lobbyist Registration, Termination,  
or Quarterly Activity Reporting*

Please provide the following information for the lobbyist organization's chairperson, treasurer, and any parties having signature authority for the lobbyist organization's bank account in accordance with City Code Section 2-3-4 (A).

<b>NO CHAIRPERSON OR TREASURER</b>	<input type="checkbox"/> I am filing individually and have no Chairperson or Treasurer to report.		
<b>LOBBYIST ORGANIZATION CHAIRPERSON</b>	Title <input style="width: 100%;" type="text"/>	First Name* <input style="width: 100%;" type="text"/>	Middle <input style="width: 100%;" type="text"/>
	Last Name* <input style="width: 100%;" type="text"/>	Telephone <input style="width: 100%;" type="text"/>	
<b>LOBBYIST ORGANIZATION TREASURER</b>	Title <input style="width: 100%;" type="text"/>	First Name* <input style="width: 100%;" type="text"/>	Middle <input style="width: 100%;" type="text"/>
	Last Name* <input style="width: 100%;" type="text"/>	Telephone <input style="width: 100%;" type="text"/>	
<b>BANK ACCOUNT INFORMATION</b>	Name of Bank* <input style="width: 100%;" type="text"/>		
	Street Address* <input style="width: 100%;" type="text"/>		
	City* <input style="width: 100%;" type="text"/>	State* <input style="width: 100%;" type="text"/>	Zip* <input style="width: 100%;" type="text"/>

**Additional Parties Having Signature Authority:**

Name	Address	Telephone

\*Indicates a required field



## **Lobbyist Reporting Form**

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Sections 5, 6 and 7 are for filing Quarterly Activity Reports or a Termination of Lobbyist Registration.

If you are not submitting this form during a quarterly activity reporting deadline or to terminate your lobbyist registration, proceed directly to Section 8: Declaration and Electronic Submission.



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## Section 5: Statement of No Activity

### STATEMENT OF NO EXPENDITURES MADE AND NO CONTRIBUTIONS RECEIVED

Lobbyists with **no reportable activity** for the reporting period must submit a Statement of No Activity to the Clerk's Office. Section 2-3-8(B)(2).

By checking the **No Activity Confirmation** box below, I affirm that I have no reportable activity during this reporting period, as defined by the two conditions below.

- I received no Contributions during this activity period; and
- I made no Expenditures for lobbying during this activity period.

#### No Activity Confirmation

I have read the two conditions above and confirm that I have no reportable activity to disclose during this reporting period









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## Section 8: Declaration and Electronic Submission

### DECLARATION

By my signature below and subject to the penalty of perjury, I swear and affirm that the facts provided in this Lobbyist Reporting Form are true and correct to the best of my knowledge and belief, and includes all information I am required to report pursuant to the Lobbyist Ordinance.

I understand that pursuant to the Albuquerque City Code, this report is made under oath regardless of whether there is any jurat or affidavit of verification, including a signature.

Typed Name\*

Report Date\*

### Electronic Submission and Signature

- I have completed a **Lobbyist Registration with the City of Albuquerque Campaign Finance System**, and my contact information and e-mail address are on file at the City Clerk's Office.

Initial Lobbyist Registrations are not considered complete until the appropriate registration fee has been paid. If you are registering for the first time as a lobbyist, you must remit payment via cash, check, or money order to the City Clerk's office.