THE STATE OF MONTANA

Commissioner of Political Practices
1205 Eighth Avenue
Post Office Box 202401
Helena, MT 59620-2401
Telephone: 406-444-2942
Fax Number: 406-444-1643
Website: www.politicalpractices.mt.gov

Memorandum Re Form L-1

TO: All Applicants & Lobbyists

FROM: Jennifer L. Hensley, Commissioner

E-mail Addresses: We communicate via email whenever possible. Be sure to provide an email address that you're sure will be checked regularly.

Principal's Representative: A Principal's representative (signing authority) should be familiar with the terms of the Principal's agreement with the Lobbyist. This person will personally file or supervise and approve the filing of the necessary lobbying reports on behalf of the Principal. The Principal's representative is the individual to whom important correspondence and inquiries from the Commissioner's office will be addressed.

March, 2011

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Form L-1 Instruction (Revised 12/10)
Lobbyist License Application
To be filed by applicant with $150 filing fee

Who is required to file a Form L-1?
An individual who receives payments of $2,450 or more in a calendar year (excluding reimbursements for personal living expenses) to promote, oppose, or modify the introduction or enactment of legislation on behalf of one or more Principals must complete and file a Form L-1.

What information is to be reported?
The following information is required:

- applicant's full name, complete business mailing address, e-mail address, and phone number;
- each Principal's full name, complete business mailing address, full name of Principal's representative (signing authority) and the e-mail address and phone number of the Principal's representative;
- subjects of legislation the individual is authorized to lobby on behalf of each Principal; and
- date individual was employed to lobby on behalf of the Principal.

When must a Form L-1 be filed?
An applicant for a Lobbyist License must file a Form L-1 within five business days after entering into an oral or written agreement to receive payment(s) of $2,450 or more or after receiving payment(s) of $2,450 or more for the purpose of promoting, opposing, or modifying the introduction or enactment of legislation on behalf of the Principal or Principals.

Where must a Form L-1 be filed?

- One copy is to be filed with the Commissioner of Political Practices at the address above with a $150 filing fee.
- One copy is to be retained for the applicant's records.

Registration and licensure of a lobbyist is not complete until:

- An application (Form L-1) is filed;
- A fee of $150 is paid; and
- An authorization statement (Form L-2) is filed by the principal.

Please note:
Licenses expire on December 31 of each even-numbered year, unless employment is terminated sooner.

Please detach this instruction page before filing Form L-1

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FOR OFFICE USE ONLY
Date Received and Postmark Date

Form L-1 (Revised 6/12)
Lobbyist License Application
To be filed by applicant together with $150 filing fee

Original Filing ☐ **Amended Filing** ☐

Applicant Information (Please Print)

Full Name of Applicant

Applicant's Complete Business Mailing Address (Including City, State, Zip)

Applicant's E-Mail Address **Applicant's Business Telephone Number**

Principal Information (Please Print)

Full Name of Principal

Principal's Complete Business Mailing Address (Including City, State, Zip)

Full Name of Principal's Representative *(Signing Authority)*

E-Mail Address *(Signing Authority)* **Telephone Number** *(Signing Authority)*

Subjects of Legislation applicant is authorized to Promote, Oppose, or Modify:

Date individual was employed to lobby: _____

CERTIFICATION

I, _____, certify that the information provided in this application
Print Full Name of Applicant
is complete and correct. I further certify that I am not prohibited from lobbying based on previous government service (see 5-7-310-MCA). _____ _____
Signature of Applicant Date

☐ Check if additional Principals are listed on supplementary pages

Name of Applicant: _____

Additional Principals

PAGE _____

Principal Information (Please Print)

_____
Full Name of Principal

_____
Principal's Complete Business Mailing Address (Including City, State, Zip)

_____
Full Name of Principal's Representative *(Signing Authority)*

_____ _____
E-Mail Address *(Signing Authority)* **Telephone Number** *(Signing Authority)*

Subjects of Legislation applicant is authorized to Promote, Oppose, or Modify:

_____

Date individual was employed to lobby: _____

Principal Information (Please Print)

_____
Full Name of Principal

_____
Principal's Complete Business Mailing Address (Including City, State, Zip)

_____
Full Name of Principal's Representative *(Signing Authority)*

_____ _____
E-Mail Address *(Signing Authority)* **Telephone Number** *(Signing Authority)*

Subjects of Legislation applicant is authorized to Promote, Oppose, or Modify:

_____

Date individual was employed to lobby: _____

Principal Information (Please Print)

_____
Full Name of Principal

_____
Principal's Complete Business Mailing Address (Including City, State, Zip)

_____
Full Name of Principal's Representative *(Signing Authority)*

_____ _____
E-Mail Address *(Signing Authority)* **Telephone Number** *(Signing Authority)*

Subjects of Legislation applicant is authorized to Promote, Oppose, or Modify:

_____

Date individual was employed to lobby: _____

Submit

Notice: you must follow up with a signed hard copy to CPP. Delivery receipt of this form will appear in your email. For further guidance, contact CPP at (406) 444-2942. (Internet Explorer is recommended)