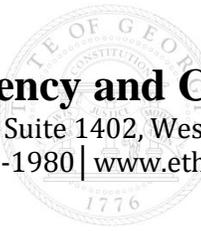


Georgia Government Transparency and Campaign Finance Commission

200 Piedmont Avenue | Suite 1402, West Tower | Atlanta, Georgia 30334
404-463-1980 | www.ethics.georgia.gov



November 21, 2011

From: Holly LaBerge
Executive Secretary

UPDATED: DECEMBER 13, 2011

UPDATE = Make checks, money orders, cashier checks payable to Campaign Finance Commission

Dear Lobbyist:

Renewing your Lobbyist Registration for 2012

The online lobbyist registration renewal will be available from December 1, 2011 through December 31, 2011.

All registered lobbyists may renew their lobbyist registration for calendar year 2012 via the electronic lobbying access link <http://www.ethics.ga.gov/efiling>. The system will be opened for online registration renewal beginning on December 1, 2011 at 12:01AM, and ending at midnight on December 31, 2011.

2012 LOBBYIST RENEWAL PROCESS

STEP 1	<ul style="list-style-type: none">• EVERY CURRENT LOBBYIST must go to http://www.ethics.ga.gov/efiling and complete the electronic renewal process.• Answering questions in the renewal process will result in the application's calculation of your renewal fee.• The Commission is reusing your 2011 badge. If you retained your 2011 badge you do not have to pay the \$20 badge fee.
STEP 2	<ul style="list-style-type: none">• Check your e-mail and print out the 2012 Lobbyist Registration Confirmation and Invoice e-mail you will receive after you complete your online renewal.
STEP 3	<ul style="list-style-type: none">• Mail a copy of the 2012 Lobbyist Registration Confirmation and Invoice e-mail and your check or money order, payable to the Campaign Finance Commission, for the renewal amount due to the Georgia Government Transparency and Campaign Finance Commission.
STEP 4	<ul style="list-style-type: none">• In an effort to reduce costs and be a 'greener' agency the Commission will not be issuing new plastic badges for 2012 renewing lobbyists. Instead, 2012 stickers and new expiration date stickers will be issued reusing each Lobbyist's 2011 badge.• Please bring your 2011 badge, in person, to the Commission office to receive your 2012 stickers.• If you have lost your lobbyist badge there is a \$20 charge for a new one.• You may pick up your 2012 Lobbyist sticker as soon as your renewal payment is received. Lobbyists are welcome to bring their renewal payment with them when they are picking up their 2012 stickers once their renewals are completed online.

No renewal registrations will be accepted after midnight December 31, 2011. Lobbyists who fail to renew electronically during the month of December, 2011, must register as a new lobbyist. Registrations made after December 31, 2011, must be received via hard copy and are required to contain an original signed authorization to lobby. A registered lobbyist is required to specifically identify each group registration they are renewing for the upcoming calendar year.

Registration Fees

Each person registering as a lobbyist or renewing their lobbyist registration for 2012 is required to pay registration fees as follows:

Registration Fee	
Annual lobbyist registration:	\$300.00
Lobbyist supplemental registration:	\$10.00 each (for each group registered after the initial registration)
Lobbyist identification card:	<ul style="list-style-type: none"> • \$20.00 each (in the event the original badge is lost, stolen or must be replaced for any reason or you are a new lobbyist) • <u>The \$20.00 fee will be waived for those lobbyists presenting their 2011 badge to obtain the 2012 renewal sticker.</u>

Lobbyist registration fees can be paid only by check or money order and are required to be paid *prior* to the registration being processed. Lobbyist registration fees can be mailed or hand-delivered to the Commission staff. A person who represents any state, county, municipal, or public agency, department, commission, or authority is exempted from payment of the \$300.00 registration fee. Proof of exemption in the form of government issued photo identification or documentation on official government letterhead signed by your supervisor or client is required. [O.C.G.A. §21-5-70 et. seq.] Although government employees are exempt from registration fees, a \$20 badge fee is payable in the event the original 2011 badge is lost, stolen or must be replaced for any reason or the individual is a new lobbyist). The Georgia Government Transparency and Campaign Finance Commission only accepts check or money orders.

Payment of annual registration fees can be made by mail. Please include a copy of the lobbyist online renewal confirmation email along with the payment check or money order, made payable to the Campaign Finance Commission, so that the Commission staff may coordinate payment with the electronic registration.

Mail your payment to: Georgia Government Transparency and Campaign Finance Commission
 Attention: Lobbyist Registration
 200 Piedmont Avenue, Suite 1402 – West Tower | Atlanta, GA 30334

Photo Identification Badge

Obtaining a 2012 renewal sticker or the issuance of a new lobbyist photo identification badge with a 2012 sticker is required to complete the registration process. Each lobbyist while engaged in lobbying at the Capitol or in a government facility *must* display the identification badge in a readily visible manner. All badges must be picked up personally by the lobbyist to whom the badge is being issued.

The 2012 renewal sticker or a new badge will not be issued until the lobbyist registration fees are paid.

Special Message to Local Level Lobbyists

A local level lobbyist is required to file reports with the Commission *and* file a copy of such report with the election superintendent of each county involved if the report contains any expenditures relating to county or county school district affairs, *and* file a copy of such report with the municipal clerk (or if there is no municipal clerk, with the chief executive officer of the municipality) of each municipality involved if the report contains any expenditures relating to municipal affairs or independent school district affairs.

Late Fees

When the General Assembly *is not in session* a late fee will be imposed for each report filed late.

Late Fees when the General Assembly IS NOT IN SESSION		
<i>Item</i>	<i>Late Fee</i>	<i>Total Owed to Commission</i>
Report filed late	\$275.00	\$275.00 per report <i>Please make your check payable to the Campaign Finance Commission</i>
Report not filed on the 15th day after the report due date	\$1,000.00	\$1,275.00 per report <i>Please make your check payable to the Campaign Finance Commission</i>
Report still not filed on the 45th day after the report due date	\$10,000.00	\$11,275.00 per report <i>Please make your check payable to the Campaign Finance Commission</i>

When the General Assembly *is in session* a late fee will be imposed for each report filed late.

Late Fees when the General Assembly IS IN SESSION		
<i>Item</i>	<i>Late Fee</i>	<i>Total Owed to Commission</i>
Report filed late	\$275.00	\$275.00 per report <i>Please make your check payable to the Campaign Finance Commission</i>
Report not filed on the 7th day after the report due date	\$1,000.00	\$1,275.00 per report <i>Please make your check payable to the Campaign Finance Commission</i>
Report still not filed on now the 21st day after the report due date	\$10,000.00	\$11,275.00 per report <i>Please make your check payable to the Campaign Finance Commission</i>

A lobbyist expenditure disclosure report file schedule is available on our website www.ethics.ga.gov. Select 'I am a Lobbyist' from the right hand side of the home page screen, then select 'Lobbyist Filing Schedule' from the list under 'Responsibilities' or use the link:

<http://media.ethics.ga.gov/schedules/lobbyistSchedule2011.aspx>

The commission's staff will begin accepting new registrations on January 3, 2012.

Lobbyist hours will be 9:00AM to 3:30PM

**For additional questions on the lobbyist registration/renewal process
please e-mail your questions to
GAETHICS@ETHICS.GA.GOV**