

## **Lobbying Disclosure Renewal 2015-2016**

This is a reminder that the current biennial registration period ends December 31, 2014. Beginning January 1, 2015, you will have **10 business days** to renew your lobbying registration if you are still actively lobbying. Lobbying registrations will automatically expire January 20, 2015. Please take note that you will use your current registration number when renewing your registration.

**Lobbying Disclosure Renewal for 2015-2016:** You may begin filing your 2015-2016 lobbying renewal December 15, 2014. The renewal fee is \$300.00 for all registrants. This fee will cover a renewal for a principal, lobbying firm, or lobbyist from January 1, 2015 through December 31, 2016.

**Electronic Renewals:** The option to renew electronically is available on our website. If you have ownership of your registration, you should see this option available next to your registration record. The online website address is: [www.palobbyingservices.state.pa.us](http://www.palobbyingservices.state.pa.us).

**Paper Renewals:** If you wish to renew your registration by paper, please make sure to include your current registration number. You should indicate at the top of the registration form that you are renewing your registration. The website address for paper registration/renewing is:

[http://www.dos.state.pa.us/portal/server.pt/community/registration\\_forms/12747](http://www.dos.state.pa.us/portal/server.pt/community/registration_forms/12747)

**Amendments:** This is a good time to review your registration record, and update your information: affiliated principals, affiliated lobbyists, affiliated lobbying firms, contact information, etc. \*note: Registration numbers link each principal, lobbyist, and lobbying firm. If you only enter the name of the affiliated party on your registration without also adding their registration number, the affiliation will not show up on expense reports. Hence, this can affect affirmations for lobbyists and or lobbying firms.

**Terminations:** Terminate your registration only if you do not intend to do any further lobbying in the Commonwealth. If you need to end affiliation with a Principal, Lobbying Firm or Lobbyist, please complete an amendment to end affiliations.

**Expiration:** All registrations that are not renewed by January 20, 2015, will automatically change to a status of "expired." If you are not actively lobbying at this time, you may choose to wait until you exceed the thresholds for registration before renewing your registration.

Please contact the Lobbying Disclosure Division if you have any questions regarding this process. You may contact the division via e-mail or phone at [RA-LobbyDisclosure@state.pa.us](mailto:RA-LobbyDisclosure@state.pa.us) or (717) 787-5280.