

# **INSTRUCTIONS FOR FILING THE GOVERNMENTAL AFFAIRS AGENT REGISTRATION (FORM REG)**

*Please note that this form is used to register new Governmental Affairs Agents only. If you need to register a Represented Entity, you must submit the Notice of Representation (Form NR).*

## **NAME OF GOVERNMENTAL AFFAIRS AGENT**

Enter the name of the Agent who is submitting the form.

## **BUSINESS NAME AND BUSINESS ADDRESS**

Enter the Governmental Affairs Agent's business name and address.

## **TELEPHONE NUMBER**

Enter the business telephone number of the Governmental Affairs Agent. Leave this field blank if the telephone number is unlisted.

## **ACTIONS**

**New Agent Registration** – Check this box if the Agent is registering for the first time.

**Amendment** – Check this box if the Agent is making changes to a previously filed Form REG. If this box is checked, the Agent will be required to specify the exact nature of the amendment.

## **PART I**

1. List the occupation of the Governmental Affairs Agent filing the form.
2. Provide a brief description of the lobbying services the Agent will provide.
3. Choose whether the individual is employed solely as a Governmental Affairs Agent, or if in addition to being employed as an Agent they have other duties. If this second option is selected, the Agent is required to provide a brief explanation of those other duties.
4. Enter the date when the Agent will begin to receive compensation for lobbying services.

## **PART II**

1. When Form REG is used to add a Governmental Affairs Agent to a business that has existing Represented Entities, the form must indicate the existing Entities for which the new Agent will provide services.
  - a. Check the first box if **all** of the Represented Entities registered with the business should be associated to the new Governmental Affairs Agent.

Check the second box if the Agent will only be associated to **particular** Represented Entities registered with the business. If this box is checked, the Agent will need to provide the names of the Represented Entities.

- b. If the Agent is going to register new Represented Entities, they can check this box and provide a list. **Note** that listing new Represented Entities in this section will not register them with the Commission. The Agent will be required to follow-up with separate Notices of Representation (Form NR) for each entity they will be adding.

### **SIGNATURE/DATE**

In order to electronically sign the Form REG, the Governmental Affairs Agent must enter his/her Registration Number and PIN. When successfully entered, the Governmental Affairs Agent's name will appear on the signature line. Enter the date the form was completed in the mm/dd/yy format.

By electronically signing the form, the Agent is acknowledging that their registration is not complete simply by filing this form. An Agent registering with the Commission for the first time is required to appear at our office in Trenton and present valid government-issued identification, 2 color photographs and the required annual fee (\$575) or Form ST-5 if they work for an employer with tax-exempt status.

### **SUBMIT**

Once all the required fields are completed and the Governmental Affairs Agent has reviewed and e-signed the Form REG, click the "Submit" button to submit the form to ELEC.

Once the form is submitted, a confirmation page is generated. Print a copy of the confirmation page for your records. You can also print a copy of the submitted Form REG by clicking the link provided on the confirmation page.

### **FILING INFORMATION**

The Form REG shall be filed prior to making any communications on behalf of a Represented Entity, or shall be filed within 30 days of employment, retainer or engagement as a Governmental Affairs Agent, whichever occurs earlier.