



Lobbyist Certification

For licensure in 2019. This form has been updated after the 2019 legislative session.

Lobbyist Name: _____ Lobbyist Phone or Email: _____

Check *each* box to show you have read and you understand each item:

- I understand I must submit this form to lobbyists@utah.gov and use lobbyist.utah.gov to register.
- I will file quarterly reports when required, I will file the Quarter 4 (Year End Report) each year, and I understand failure to file timely reports may result in fines and penalties.
- I completed the Ethics Training Course AND the Workplace Discrimination and Harassment Training within 30 days of applying for a license or for a renewal. I am aware that incomplete applications/trainings may be deleted after 30 days.
 - I understand my license will not be effective, nor will my name badge be issued, until I complete both trainings.
- I have received the workplace discrimination and harassment (WDH) policies adopted by the [Utah Senate, the Utah House](#), and [Utah's executive branch](#) either electronically or in-person.
 - I have read** the WDH policies adopted by the Utah Legislature and Utah's executive branch.
 - I understand** the WDH policies adopted by the Utah Legislature and Utah's executive branch.
 - I will comply with** the WDH policies adopted by the Utah Legislature and Utah's executive branch.

I affirm that the information I provided on this form and on my Statement of Organization is true, accurate, and complete to the best of my knowledge and belief in accordance with Utah Code 36-11-103, 36-11-201, 36-11-307, and 36-11-501.

(Signature of lobbyist)

(Date)

Registration Instructions for New Lobbyists

1. Go to lobbyist.utah.gov.
2. Click [NEW USER](#).
This step is not your registration; you simply create a username and password so you can access the system.
3. Click [CREATE ENTITY](#).
This is your actual registration, called a Statement of Organization.
4. Click **Unpaid**.
You can find this link in the "To Do" list, within the My Folder tab *after* you receive a confirmation email that your Statement of Organization was approved.
5. Complete the **Ethics Training Course**.
Click Untrained after you've paid. You will find the Untrained link in the "To Do" list. You must pass the training with 100%.
6. Complete the **Workplace Discrimination and Harassment Training**.
You can download this PDF from lobbyist.utah.gov. Complete the training and email it to lobbyists@utah.gov. A lobbyist administrator will review the training and let you know if you missed questions that need to be corrected. You must pass the training with 100%.
7. Submit this form to lobbyists@utah.gov.
8. Pick up your **name badge** in Capitol Suite 220.