



Lobbyist Frequently Asked Questions & Forms

[Utah Code 36-11](#) & [Utah Code 36-11a](#)

FAQs

How do I know if I should register as a lobbyist?

Generally, you are a lobbyist if you get paid to communicate with a public official, local official, or education official for the purpose of influencing legislative, executive, local, or education action.

How do I know what *type* of lobbyist I am?

You are a [state lobbyist](#) if you lobby state legislators, elected state executive branch officials (such as the governor), and non-elected officials within the state executive or legislative branch with certain decision-making powers.

You are a [local and education lobbyist](#) if you lobby:

- Elected members in local governments and non-elected officials within local governments that have certain decision-making powers.
- Education officials, including elected members of the State Board of Education, State Charter School Board, local school boards, charter school governing boards, and non-elected officials within these organizations that have certain decision-making powers.

If you lobby officials in both categories, register as a state lobbyist.

How do I register as a lobbyist or renew my lobbyist license?

If you are a state lobbyist, complete this [lobbyist certification form](#), email it to lobbyists@utah.gov, and follow all steps on the form.

If you are a local lobbyist, begin by [creating a username](#) on lobbyist.utah.gov, *then call 801-538-1041*. Once the Lieutenant Governor's Office has set up your account, you can [log on](#) to enter expenditures and file a report. If you have other questions about local lobbyist registration, please [click here](#).

How do I update my principal / client list?

If you are already a registered lobbyist, log on to lobbyist.utah.gov, click "[Manage Folder](#)" and then click Statement of Organization.

How do I cancel my lobbyist license?

Complete this [cancellation form](#) and email it to lobbyists@utah.gov.

How do I file a report?

Log on to lobbyist.utah.gov, click Financial Ledger, and enter any necessary expenditures. Click "File Report" located at the far right of your ledger.



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How do I know if my activity is allowed / if I'm allowed to invite public officials / if I need to report the expenditures?

If you are a state lobbyist, review this [decision tree](#).

If you are a local and education lobbyist, review this [decision tree](#).

Where do I find study materials for the Ethics Training or Workplace Discrimination and Harassment Training?

You can review the questions that appear on the training courses here: [ethics](#) or [workplace discrimination and harassment](#). The [definitions](#) and [expenditure prohibitions](#) sections of lobbyist law are also quite handy.

If I don't have expenditures to report, which reports am I required to file?

Short answer: the Quarter 4 (Year End) Report is due for all lobbyists, no matter what.

Here's a brief explanation: A lobbyist is not required to file a quarterly financial report (Q1, Q2, Q3) if he or she has not made an expenditure during that reporting period. All lobbyists – state, local, and education – are still required to file the Quarter 4 (Year End) Report by January 10 of each year.

Forms

[Lobbyist Certification](#) (required)

[Cancellation Form](#)

[Create Entity](#) (Statement of Organization registration form)