

Lobbyist and Principal Registration Process

The registration process begins with a lobbyist registering with the Commission that they will be representing a particular principal. No individual or company can register as a lobbyist until they have a principal they will represent. The lobbyist registration can be completed either online (preferably) here - https://www.alabamainteractive.org/ethics_registration/ or using the paper form located here - https://ethics.alabama.gov/docs/Reg_Form_Lobbyist_Principal_2010.pdf.

The lobbyist must keep a record of their order number in the event they need to check the status of their registration or add a principal while their online registration is still pending. The order number is provided at the top of the receipt for payment. You may use this order number by going to this address - https://www.alabamainteractive.org/ethics_registration/ and locating the “click here” hyperlink following “Check on the status of your registration.” You will be prompted to enter the order number and will then be able to view your pending registration to determine which principals have verified their registration or to add additional principals. From this page you may also update any principal information that may have been erroneously entered.

When the lobbyist submits their registration statement, they must pay a \$100 registration fee. This fee is collected only **once** every calendar year from the lobbyist and may be paid online with a \$4 processing fee or may be paid by check mailed to the Alabama Ethics Commission, PO Box 4840, Montgomery, Alabama, 36103-4840. The receipt that was generated with your online registration must be included if the lobbyist chooses to mail in a check after an online registration. This will expedite the processing of the payment. There is no additional charge to the lobbyist for registering multiple principals.

Each principal represented by a lobbyist must verify that lobbyist’s registration before the lobbyist will be registered. There is no fee associated with a principal verifying the lobbyist registration. This verification may be completed either online or using the paper forms located here - <https://ethics.alabama.gov/docs/PrinStatementLobbyReg.pdf>. If the lobbyist has registered online, the principal verification will be sent via e-mail to the e-mail address the lobbyist provided for the principal. The e-mail comes from receipts@nicusa.com and contains instructions for verification. The principal need only follow those instructions and the registration will be complete.

Once the online registration is complete, Ethics Commission staff will approve the registration. An overnight data transfer is required before the registration will appear on the online list of registered lobbyists and principals. For the registration to be complete, the Commission must have ALL of the following:

1. Lobbyist registration statement
2. Lobbyist registration fee (one time \$100 fee per calendar year regardless of the number of principals)
3. Principal verification statement