

Elaine F. Marshall, Secretary of State

## Local Government Liaison Registration and Authorization Statement 2025

**Liaison Personnel Information**

Complete Name of Liaison: Complete Name of Local Governmental Unit: Physical Business Address of Liaison (not a PO Box):

Mailing Address of Liaison: Telephone No. of Liaison:

E-mail Address of Liaison:

E-mail address for a second point of contact, such as your Assistant:

## Local Governmental Unit Information

Complete Name of Local Governmental Unit: Physical Address of Local Governmental Unit (not a PO Box:

Complete Name of Contact Person: Title: Mailing Address of Contact Person: Telephone No. of Contact Person:

E-Mail Address of Contact Person:

**\* “Local Government Liaison”** is an individual who is an employee of a governmental unit whose principal duties, in practice or as set forth in that individual’s job description, include lobbying for legislative action. **Both Liaison and Local Governmental Unit Contact Person must sign certification.**

**General subjects on which the Liaison intends to lobby**

Enter codes from the subject identification table below. List all applicable categories. A statement of ALL will not be accepted.

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| **Code** | **Subject** | **Code** | **Subject** |
| 1 | Agriculture, horticulture, farming, and livestock | 17 | Health service, medicine, drugs and controlled substances, health insurance, hospitals |
| 2 | Amusements, games, athletics and sports | 18 | Higher education |
| 3 | Banking, finance, credit and investments | 19 | Housing, construction, building codes |
| 4 | Children, minors, youth, seniors | 20 | Insurance (excluding health insurance) |
| 5 | Church and religion | 21 | Labor, salaries and wages, collective bargaining |
| 6 | Communications, newspaper, television, radio, computers and information technology | 22 | Law enforcement, courts, judges, crimes, prisons |
| 7 | Consumer affairs | 23 | Licenses, permits |
| 8 | Ecology, environment, pollution, conservation, zoning, land and water use | 24 | Liquor, alcoholic beverages |
| 9 | Education | 25 | Manufacturing, distribution, services |
| 10 | Elections, campaigns, voting, political parties | 26 | Natural resources, forest and forest products, fisheries, mining and mining products |
| 11 | Equal rights, civil rights, minority affairs | 27 | Public lands, parks, recreation |
| 12 | Government, taxation, financing, revenue, budget, appropriations, bids, fees, funds | 28 | Social insurance, unemployment insurance, public assistance, workers compensation |
| 13 | Government, county | 29 | Transportation, highways, streets and roads |
| 14 | Government, federal | 30 | Utilities, power, cable television, gas |
| 15 | Government, municipal | 31\* | Other: (please  specify) |
| 16 | Government, state |  |  |

**\*Registration will be rejected if category 31 “Other” is selected and no subject is specified.**

**Report Preparer’s Identity/Signature (Rule 18 NCAC 12 .0209)**

Print name of Preparer (if other than Liaison):

Signature of Preparer: Date

# Liaison and Local Governmental Unit Contact Person Certification

**Liaison Certification**

I hereby certify that all information disclosed in this “Local Government Liaison Registration and Authorization Statement 2025” is true, complete, and correct in accordance with Article 2 of Chapter 120C. By signing this certification, I understand I have an affirmative duty to comply with the Lobbying Law and the rules, including filing reports, as the Lobbying Act requires.

**Signature of Liaison Date**

# local governmental unit Authorization Certification

I hereby certify that all information disclosed in this “Local Government Liaison Registration and Authorization Statement 2025” is true, complete and correct in accordance with Article 2 of Chapter 120C.

**Signature of local Government unit Contact** P**erson** D**ate**

## Instructions

1. A liaison is any State or Local Government employee, counsel employed under G.S. §147-17, or officer whose principal duties, in practice or as set forth in that individual's job description, include lobbying legislators or legislative employees. G.S. § 120C-100(a)(8), 120C-502.
2. **Registration must take place within one day of lobbying.**
3. Registration triggers reporting obligations. **Quarterly reports must be filed regardless of whether you have any reportable expenditures.**
4. Registration will expire on December 31 of the current year unless written notification of termination or resignation is received prior to that date. The liaison and state agency shall file a new registration statement for each year. No registration fee is required.
5. The Lobbying Act requires that you amend your registration within ten (10) business days if there are any changes after you register. Amendments must be filed electronically. NCGS §§ 120C-501(b), 120C-200(c).
6. If you resign as a liaison for your agency, you **must** file a resignation statement form.
7. While we do not require you to provide an email address, be aware that notices and reminders regarding report due dates, etc., are sent as a courtesy and are only sent via email. Be sure your spam filters do not block our email. All of our email to you will come from: [lobbyist@sosnc.gov.](mailto:lobbyist@sosnc.gov)
8. **How to e-file your Liaison Registration:** E-file by using the Lobbying Compliance Division Portal on our [website.](https://www.secretary.state.nc.us/lobbyists/security.aspx) Please send the hard copy to the Department within seven days of your registration.