



# TOWN OF MIAMI LAKES

## OFFICE OF THE TOWN CLERK

### LOBBYIST REGISTRATION FORM

Instructions: Please complete all sections of this form and submit the completed form, with the applicable fee(s), to the Office of the Town Clerk. If you need more space to complete a section, use a separate sheet(s) of paper. If you have nothing to report in a particular section, you must type or print "None" or "N/A" in that section. IF ANY SECTION IS LEFT BLANK, THE FORM WILL NOT BE ACCEPTED.

Important: It is the responsibility of the lobbyist to ensure that ALL active lobbyist registration forms, including active lobbyist registration forms submitted in previous years, remain up to date.

1. **Lobbyist Information:** \_\_\_\_\_  
(Last Name, First Name, Middle Initial)

**Business Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

2. **Principal Information:** \_\_\_\_\_  
(Name of corporation, partnership, trust, etc., you are representing)

**Business Address:** \_\_\_\_\_

**Are you the Principal of the corporation, partnership, trust, etc.?** YES ☐ NO ☐  
(you must check YES or NO)

NOTE: Principal means the person, firm, corporation, or other entity that performs lobbying activity on behalf of itself or that has designated, employed, or retained a lobbyist to lobby on its behalf. The term "principal" also includes the person, firm, corporation, or other entity receiving the benefit of the lobbying effort and on whose behalf the lobbyist is lobbying, even if the lobbyist is retained, engaged, or employed by a third-party for such purposes.



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3. IF YOU PROVIDED INFORMATION IN SECTION 2 ABOVE, PLEASE REVIEW THIS SECTION CAREFULLY. If a lobbyist represents a corporation, partnership or trust, the lobbyist must disclose the name and business address of the chief officer, partner or beneficiary of the corporation, partnership or trust, and the names and addresses of all persons holding, directly or indirectly, at least five percent (5%) ownership interest in said corporation, partnership or trust. Attach separate sheet if needed. If this section is not applicable you must type or print "None" or "N/A".
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4. Specific issue associated with lobbying. Please provide a detailed description of the issue. Attach a separate sheet if needed. Please include Agenda Item # \_\_\_\_\_ and Meeting Date \_\_\_\_\_. If you are using this form for your Annual Registration, please write "Annual Registration" and the year that you are registering for below (ex: Annual Registration 2025).
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5. Lobbyists shall be required to state the existence of any direct or indirect business association, partnership, or financial relationship with the Mayor, any member of the Town Council, any member of the Town Staff before whom he/she lobbies or intends to lobby. Attach separate sheets if needed. If this section is not applicable you must type or print "None" or "N/A".
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As per Section 14-4, Ordinance 25-340 of the Town of Miami Lakes, Lobbyists, shall pay an annual registration fee of \$525.00, plus \$105.00 for each principal represented for each issue lobbied on behalf of any one principal. Each issue associated with lobbying shall be described with as much detail as is practical. The Town Clerk or the Town Clerk's designee shall reject any registration statement that does not provide a clear description of the specific issue on which such lobbyist has been retained to lobby or if any section of this form is left blank. Regardless of the date of the annual registration, all lobbyists' annual registrations shall expire December 31 of each calendar year and shall be renewed on a calendar year basis.

Prior to registration, the lobbyist must submit to the Town Clerk, a certificate of completion of an ethics course offered by the Miami-Dade County Commission on Ethics & Public Trust ("Ethics Commission"). Lobbyists who have completed the initial ethics course mandated by the preceding sentence and have continuously registered as a lobbyist thereafter shall be required to complete a refresher ethics course offered by the Ethics Commission every two (2) years. Each lobbyist who has completed a refresher ethics course shall submit a certificate of completion to the Town Clerk at the time of registration. Lobbyists shall file amendments to their registration forms within fifteen (15) days of any change of information required to be set forth on their registration forms. (Miami-Dade County Code Section 2-11.1(s)(3)(h)). Each lobbyist shall file a form with the Town Clerk within thirty (30) days after ceasing all lobbying activities with the principal. (Miami-Dade County Code Section 2-11.1(s)(3)(i))



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#### OATH

"I do solemnly swear that all of the foregoing facts are true and correct, and I have read or am familiar with the provisions contained in Ordinance 25-340 of the Town of Miami Lakes, as amended, and the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, including withdrawal and reporting requirements, contained in Section 2-11.1(s)."

Signature of Lobbyist: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me by means of [ ] physical presence  
this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Name of Notary Typed, Printed or Stamped

Personally Known: \_\_\_\_\_ or Produced Identification: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

#### For Office Use Only:

Registration accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Fee Paid: \$\_\_\_\_\_

Check \_\_\_\_\_

Check No. \_\_\_\_\_

Data Entry Date: \_\_\_\_\_

Entered By: \_\_\_\_\_

Gina M. Inganzo, Town Clerk