Elaine F. Marshall, Secretary of State

State Agency Liaison Registration and Authorization Statement 2026

Liaison Personnel Information

Complete Name of Liaison: _____

Complete Name of State Agency: _____

Physical Business Address of Liaison (not a PO Box):_____

_____

Mailing Address of Liaison: _____

Telephone No. of Liaison: _____

E-mail Address of Liaison: _____

Optional secondary e-mail address (Example: Administrative Assistant):_____

State Agency Entity Information

Complete Name of State Agency: _____

Physical Address of State Agency (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: _____

Optional secondary e-mail address (Example: Administrative Assistant):_____

*** "State Agency"** includes all agencies and constitutional officers of the State, including all boards, departments, divisions, constituent institutions of The University of North Carolina, and other units of government in the executive branch, on whose behalf the liaison influences or attempts to influence legislative and/or executive action. **Both Liaison AND the State Agency Contact Person must sign the 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.

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 State Agency Contact Person Certification

LIAISON CERTIFICATION

I hereby certify that all information disclosed in this "State Agency Liaison Registration and Authorization Statement 2026" 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 law requires.

SIGNATURE OF LIAISON **DATE**

STATE AGENCY AUTHORIZATION CERTIFICATION

I hereby certify that all information disclosed in this "State Agency Liaison Registration and Authorization Statement 2026" is true, complete and correct in accordance with Article 2 of Chapter 120C.

SIGNATURE OF STATE AGENCY CONTACT PERSON **DATE**

Instructions and Reminders

1. A liaison is any State 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)(15).

2. **Registration must take place within one day of lobbying**. 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.

3. Registration triggers reporting obligations. **Quarterly reports must be filed regardless of whether you have any reportable expenditures.**

4. If you resign as a liaison for your agency, you **must** file a resignation statement form **unless** the State agency has filed a termination statement.

5. While we don't 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.

6. **How to e-file your Liaison Registration**: E-file by using the Lobbying Compliance Division Portal on our website. Send the hard copy to the Department within seven days of your registration.

7. 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).

8. **Reminders**

A. The Lobbying Act applies to lobbying designated individuals in both the legislative and executive branches of State government. Check the Ethics Commission website to identify:

1. Which departments, agencies, boards, and commissions are covered, and
2. Which individuals in those departments, agencies, boards, and commissions are designated individuals to whom the Act applies.

B. The Lobbying Act requires that liaisons identify themselves and disclose the identity of the principal(s) for whom they are then lobbying before engaging in lobbying communications or activities with a designated individual. NCGS § 120C-200(e); 18 NCAC 12 Section 700.

C. Be sure your spam filters do not block our email. All of our email to you will come from: lobbyist@sosnc.gov.