

# FILER ID REQUEST / NAME CHANGE

FORM FILER ID REQ-LOBBY

Please print or type everything other than your signature.  
 If you are requesting a Lobby Filer ID, please submit Form Security with this form.  
 See back for additional explanation about completing this document.

### OFFICE USE ONLY

Date Received

Date Hand-delivered or Date Postmarked

Registrant Filer ID

**1** REGISTRANT NAME

Mr       Mrs       Ms

**2** IS REGISTRANT AN ENTITY?

YES       NO

**3** CONTACT NAME IF REGISTRANT IS AN ENTITY

**4** REGISTRANT MAILING ADDRESS

ADDRESS;                      APT / SUITE #;                      CITY;                      STATE;                      ZIP CODE

**5** REGISTRANT TELEPHONE NUMBER

AREA CODE                      PHONE NUMBER                      EXTENSION  
 (                      )

**6** REGISTRANT SIGNATURE

I swear that I am the person required by Chapter 305, Government Code, to file lobby reports with the Texas Ethics Commission.

\_\_\_\_\_  
 Signature of Registrant

**7** LOBBYIST NAME CHANGE

*This section is for lobbyists currently registered with the Ethics Commission. Use this section to change the way your name appears in Ethics Commission records. Any other changes to your profile may be made using the TEC filing application.*

FILER ID: \_\_\_\_\_

CURRENT NAME: \_\_\_\_\_

NEW NAME: \_\_\_\_\_

I authorize the Ethics Commission to change my name in its records.

\_\_\_\_\_  
 Signature of Lobbyist

\_\_\_\_\_  
 Date Signed

An email confirming this name change will be sent to you at the primary email address you previously provided to the Ethics Commission.

## LOBBY FILER ID REQUEST / NAME CHANGE

Fill out this form to apply for a new Lobby Filer ID or to request a change to the way your name appears in the Ethics Commission lobby records.

A Filer ID and password are required to file lobby reports electronically with the Texas Ethics Commission. If you are filing this form to obtain a Lobby Filer ID, please submit this form together with Form Security. Your new Lobby Filer ID and a link to set the password for this Filer ID will be emailed to you at the primary email address that you specify on Form Security.

Return this form and Form Security (if applicable) by mail to the Texas Ethics Commission, P.O. Box 12070, Austin, TX 78711-2070, by fax to 512-463-8808, or by hand-delivery to 201 E. 14th Street, Sam Houston Bldg., 10th Floor, Austin, TX 78701.

### INSTRUCTIONS FOR COMPLETING Form FILER ID REQ-LOBBY

*The following numbers correspond to the numbered boxes on **Form FILER ID REQ-LOBBY**.*

If you are a first-time registrant and do not have a Lobby Filer ID, the Ethics Commission will issue you a Filer ID and will email you a link to the primary email address you supply on Form Security.

1. **Registrant Name.** Enter your name.
2. **Is Registrant an Entity?** Check the appropriate box.
3. **Contact Name if Registrant is an Entity.** Enter the name of an individual who will serve as a contact person for the Texas Ethics Commission if the registrant is an entity.
4. **Registrant Mailing Address.** Enter the address of the registrant requesting the password. The Ethics Commission will mail the official password by certified mail to the address provided.
5. **Registrant Telephone Number.** Enter the telephone number of the registrant requesting the password, including the area code and, if applicable, the extension number.
6. **Registrant Signature.** Sign after reading the statement.
7. **Lobbyist Name Change.** If you have an existing Lobby Filer ID with the Ethics Commission and you desire to change the way your name appears in the Ethics Commission records, enter:
  - Filer ID.** Enter the registrant Filer ID assigned by the Ethics Commission.
  - Current Name.** Enter the Registrant name as it is currently listed with the above Filer ID in the Ethics Commission records.
  - New Name.** Enter the new name you wish to have registered with this Filer ID.

**Sign and date.**