

**NOTICE OF REPRESENTATION**  
**FORM NR**  
**INSTRUCTIONS**

**Page One of the Notice of Representation (Form NR)**

**NAME OF GOVERNMENTAL AFFAIRS AGENT**

Enter the name of the agent who is reporting. EACH AGENT SHALL FILE AN INDIVIDUAL NOTICE OF REPRESENTATION; PLEASE **DO NOT REPORT AS A GROUP**.

**REGISTRATION NUMBER**

If this is the initial registration, leave this field blank. If this is not the initial registration, enter the registration number assigned to the Governmental Affairs Agent by the Commission.

**AMENDMENT**

Check the “Amendment” box if amending a previously filed Notice of Representation (Form NR). Specify the nature of the amendment. Amend Form NR within 15 days of the effective date of the change or not later than the filing date of the next Quarterly Report, whichever date is earlier.

**BUSINESS NAME AND BUSINESS ADDRESS**

Enter the business name of the Governmental Affairs Agent and the business address.

**TELEPHONE NUMBER**

Enter the business telephone number of the Governmental Affairs Agent. Leave this field blank if the telephone number is unlisted.

**ACTION(S)**

***New Agent Registration:*** Check the “New Agent Registration” box if the Notice of Representation (Form NR) is being filed to add a new Governmental Affairs Agent. Enter the name of the Represented Entity. **When the initial Form NR is filed a \$425 fee is due. For tax exempt organizations, the ST-5 Certificate can be submitted in lieu of the fee. Also, two identical 2” by 2” photographs must be submitted.**

***\$425 Fee or ST-5 Certificate***

The \$425 fee must be filed with the initial registration. Make the check payable to the “State of New Jersey, Election Law Enforcement Commission.” The fee entitles the Governmental Affairs Agent to a badge and covers all Quarterly Reports, Notices of Representation, and Notices of Termination filed during the year commencing January 1<sup>st</sup> to December 31<sup>st</sup>.

Any Governmental Affairs Agent who has proof of having New Jersey State tax-exempt status (as evidenced by the ST-5 Certificate) is not required to pay the \$425 fee. The Division of Taxation has exempt organization certificates (ST-5) pursuant to N.J.S.A. 54:32B-9(b). The contact number for the Division of Taxation is (609) 292-6400.

2" by 2" Photographs

The Governmental Affairs Agent must submit two identical 2" by 2" color photos. The photos must show a full-face front view of the Agent, with a plain white or off-white background. The Agent must sign his/her name on the back of each photo. One photo will be laminated onto the Agent's badge and the other will be maintained on file at the Commission.

Badge Renewal

After a Governmental Affairs Agent has registered and received a badge, the badge must be renewed each November 15th. The process of renewal entails three steps: 1) The annual fee must be submitted; 2) two identical 2" by 2" color photos, as described above, must be submitted; and, 3) all Quarterly Reports and Notices of Representation must be filed for the prior 12-month period.

**New Represented Entity:** Check the "New Represented Entity" box if the Governmental Affairs Agent is adding a new Represented Entity. Enter the name of the Represented Entity. Note: a separate Form NR must be filed for each entity the Governmental Affairs Agent represents.

**Part I** Part I pertains to the Governmental Affairs Agent.

1. State the occupation of the Governmental Affairs Agent.
2. Describe the proposed services of the Governmental Affairs Agent.
3. Indicate whether the Governmental Affairs Agent is employed solely as a Governmental Affairs Agent or has other duties; describe the other duties.
4. Enter the calendar year period for which compensation as a Governmental Affairs Agent will be received.

**Page Two of the Notice of Representation (Form NR)**

**Part II** Part II pertains to the client or "Represented Entity."

1. Enter the full name, business address, and occupation or principal business of the Represented Entity from whom or which the Governmental Affairs Agent receives compensation. Note: If the Governmental Affairs Agent receives compensation from an employer company or firm that engages in the business of lobbying, such as the "ABC Lobbying Group" or the "DEFG Law Firm" do not enter "ABC Lobbying Group" or "DEFG Law Firm". Rather, enter the name of the entity that is receiving the lobbying services. Note: a separate Form NR must be filed for each entity the Governmental Affairs Agent represents.
2. If the Represented Entity named is a membership organization or corporation whose name or occupation does not clearly reveal the interest for which it seeks advancement through the services of its Governmental Affairs Agent, describe the primary economic, social, political, or other interest of the Represented Entity in subsection (A). Enter the name, business address and occupation of the person or persons having financial control of the membership organization or corporation in subsection (B).

3. Enter the full name, business address, and occupation or principal business of any person or entity in whose interest the Governmental Affairs Agent acts in consideration of the compensation paid, if such person or entity is other than the Represented Entity listed in Part II, question #1. State "same" if the name is the same.

**Page Three of the Notice of Representation (Form NR)**

**Part III**

Part III pertains to the type of legislation, regulation(s), or governmental process(es) concerning which compensation will be received by the Governmental Affairs Agent and the particular items of legislation, regulations, and governmental processes that will be promoted or opposed.

**Signature, Date**

The Governmental Affairs Agent must sign and date the Notice of Representation and print his/her full name.

**GENERAL INFORMATION**

A Governmental Affairs Agent or a Represented Entity not a resident of the State of New Jersey, or not a corporation of this State or authorized to do business in this State, must file Form L-3.

**FILING DATE INFORMATION**

The Notice of Representation (Form NR) must be filed prior to making any communication with, or the making of any expenditures providing a benefit to a member of the Legislature, legislative staff, the Governor, the Lieutenant Governor, the Governor's staff, or with certain officers or members of the Executive Branch, or any authority, board, commission, or other agency or instrumentality in or of a principal department of the Executive Branch of State Government or within 30 days of employment, retainer, or engagement as a Governmental Affairs Agent (whichever is earlier).

**MAILING ADDRESS**    **Note:** Faxing of Form NR is not accepted.

Regular U.S. mail:

ELEC  
P.O. Box 185  
Trenton, NJ 08625-0185

Commercial Carrier: (FedEx, DHL, UPS, etc.)

ELEC  
28 West State Street  
13<sup>th</sup> Floor  
Trenton, NJ 08608

(609) 292-8700