

**INSTRUCTIONS FOR COMPLETION OF THE  
FORM L-3  
CONSENT TO SERVICE OF PROCESS**

*It is strongly recommended that you review “The Filing Process” and the information presented under “Forms and Instructions.” There is a short video and Step-by-step instructions to enable the “Trust This Document” security feature for accepting the Registration Number and PIN to display your name on the signature line.*

- To download, enter information, save and ELECTRONICALLY file the Form L-3, you must have the latest version of Adobe Reader. The latest version is FREE at [www.adobe.com](http://www.adobe.com).
- Once at the Adobe site, close all other Internet connections. Click on “Get Adobe Reader,” and follow the instructions. After installing or upgrading to Adobe’s latest version return to the Commission’s website at [www.elec.state.nj.us](http://www.elec.state.nj.us) to download, complete, save and electronically file the Form L-3.
- A registration number and personal identification number (PIN) is also required to file electronically.
- Use of the TAB key to move between fields is recommended but the mouse can also be used to navigate the fields.

A Represented Entity, Governmental Affairs Agent, Governmental Affairs Agent Firm, or Reporting Entity engaging in grassroots lobbying, not a resident of the State of New Jersey, or not a corporation of this State or authorized to do business in this State, shall file a Consent to Service of Process.

- Enter the calendar year on the Form L-3.

- Check the amendment box if this is an amended report.

-Item #1: Enter the name of the entity (Represented Entity, Governmental Affairs Agent, Governmental Affairs Agent Firm, or Reporting Entity engaging in grassroots lobbying) that consents to service of process.

-Item # 2: Enter the name and address of the person or entity within the State of New Jersey authorized to accept service **or** enter the out-of-state name and mailing address of the person or entity authorized to accept service.

-An authorized person of the entity listed in Item #1 must electronically sign the Form L-3. The authorized person may be a Governmental Affairs Agent employed by the Represented Entity or a responsible Financial or Government Affairs Officer of the Represented Entity; or, the Governmental Affairs Agent (the Governmental Affairs Agent or the Managing or Principal Partner, or the Chief Executive Officer of the Governmental Affairs Agent Firm), or any responsible person authorized by the entity.

To sign electronically, you must be connected to the Internet. Enter the registration number and PIN of the person signing this form. The registration number and PIN will take the place of the signer's signature. If the registration number and PIN are entered correctly, the signer's name will be retrieved from the Internet and appear on the signature line.

-The person authorized to accept service listed in Item #2 must also electronically sign the Form L-3. To sign electronically, you must be connected to the Internet. Enter the registration number and PIN of the person signing this form. The registration number and PIN will take the place of the signer's signature. If the registration number and PIN are entered correctly, the signer's name will be retrieved from the Internet and appear on the signature line.

If you need further assistance to electronically file the Form L-3, please contact the Commission at (609) 292-8700 or toll free within NJ at 1-888-313-3532 and ask for the electronic filing help desk.