

**INSTRUCTIONS FOR FILING THE CERTIFICATION OF CONSENT TO
SERVICE OF PROCESS AND SUBMISSION TO JURISDICTION IN THE
STATE OF NEW JERSEY (FORM L-3)**

A Represented Entity, Governmental Affairs Agent, 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 at an address within New Jersey, or by regular mail at an address outside of New Jersey.

- Enter the calendar year at the top of the form.
- Check the amendment box if you are making changes to a previously submitted Form L-3.
- **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.
- To electronically sign the form, an authorized person of the entity listed in Item #1 must enter his/her Registration Number and PIN. 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. When the Registration Number and PIN are successfully entered, the authorized person's name will appear on the signature line. Once the name appears, the authorized person should then enter the date in the mm/dd/yy format.
- The person authorized to accept service listed in Item #2 must also electronically sign and date the form following the guidelines outlined above.
- Once all the required fields are completed and the form has been electronically signed, click the "Submit" button to file the form with ELEC. Once the form is submitted, a confirmation page is generated. Print a copy of the confirmation page for your records. You can also print a copy of the submitted Form L-3 by clicking the link provided on the confirmation page.