



# City of Seattle

Ethics and Elections Commission

---

## SMC Chapter 2.06, Lobbying Regulations

### Employer Authorization

There is a template for employer authorizations that includes a link to the Employer/Client Registration to be sent to the Employer/Client for them to review and submit to the Seattle Ethics and Elections Commission.

Go to the Lobbying Disclosure Reports page at  
<http://web6.seattle.gov/ethics/lobbying/LobbyistList.aspx>

Search for the lobbyist's name. Find the Employer/Client Registration to be authorized. Click the word **New** next to the date of registration and this will pop up a new window with the details of the registration.

Scroll down to the bottom of the new pop up window to find a link to the registration. Example: [\[https://web6.seattle.gov/ethics/filings/popfiling.aspx?prguid=7A035AEE-A7AB-47GE-854713-KL5475122\]](https://web6.seattle.gov/ethics/filings/popfiling.aspx?prguid=7A035AEE-A7AB-47GE-854713-KL5475122)

Copy link to the Clipboard. Paste the link to the report into an email to the Employer/Client for them to review and submit.

Include the following language:

I authorize [Lobbyist's Name] to lobby on [Employing Organization's] behalf.  
[Lobbyist Name] has registered as a Lobbyist for this purpose with the Employer/  
Client Registration linked here:

[\[Insert the link to the Employer/Client Registration here\]](#)

Signed,

[Employing Officer's Name]

The Employer/Client sends the completed authorization to [ethicsandelections@seattle.gov](mailto:ethicsandelections@seattle.gov)

or

Seattle Ethics and Elections Commission, PO Box 94729, Seattle, WA 98124-4729.