

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY**



**LOBBYIST REGISTRATION AND REPORTING E-FILING  
WAIVER REQUEST**

Pursuant to 3 DCMR §§ 5803 and 5804, all Lobbyist Registrations and Activity Reports filers must file their annual and quarterly forms electronically. However, 3 DCMR § 5803.6 allows a lobbyist may request a waiver of the requirement to electronically file a Lobbyist Registration form or a Lobbyist Activity Report. to the Director of the Office of Government Ethics. If such a waiver request is granted, the filer may then submit a hard copy registration form and activity report for the year or quarter for which the request was made. Please read the information below carefully and then email this fully completed form to the **BEGA-Lobbying Inbox** at [bega.lobby@dc.gov](mailto:bega.lobby@dc.gov) or mail it to **Board of Ethics and Government Accountability, 441 4<sup>th</sup> Street, NW, Suite 830 South, Washington, DC 20001.**

Waiver requests must be submitted, in writing, to the Director of Government Ethics, no later than midnight on January 1st for January Lobbyist Registration and January Lobbyist Activity report filings; no later than April 1st for April Lobbyist Activity Report filings, no later than July 1st for July Lobbyist Activity Report filings; and no later than October 1st for October Lobbyist Activity Report filings.

The Director may grant a waiver of the requirement to file electronically for good cause shown as to why the Registrant is unable to file electronically as follows:

- (a) A waiver granted by the Director shall be in writing and provided to the requester.
- (b) If the waiver is granted, the filings shall be filed in hard copy, in person or by first class mail. The filing shall be deemed timely filed if received in the office of the Board no later than 5:00 pm on the date due.

A denial of the waiver of the requirement to file electronically is appealable to the Board. An appeal is timely filed if submitted, in writing, in hard copy or electronically, no later than two (2) business days after the date of the Director's decision. The decision of the Board is final and shall be provided in writing to the requestor. Please read the information provided on this form carefully and then email this fully completed form to [lynn.tran@dc.gov](mailto:lynn.tran@dc.gov) and [bega.lobby@dc.gov](mailto:bega.lobby@dc.gov) or mail it to: Board of Ethics and Government Accountability, 441 4th Street, NW, Suite 830 South, Washington, DC 20001.

When considering e-filing waiver requests, both the Director and the Board consider the following good cause factors:

- (1) Physical impairment, combined with a lack of resources or assistance to complete the online form;
- (2) Computer illiteracy, combined with a lack of resources or assistance to complete the online form;
- (3) Complete lack of access to a computer or other technological device; or
- (4) Inability to gain access to the e-filing web portal due to technological error or a permanent lack of log-in credentials.
- (5) Other factors or extenuating circumstances.

REGISTRANT NAME:

LOBBYIST: ( )  
CLIENT: ( )

Check One.

ADDRESS:

REGISTRATION EMAIL ADDRESS:

Reason for E-filing Waiver Request (*if more space is needed, use a blank sheet of paper and attach to this form*):

WAIVER AND PERMISSION:

I authorize the Board of Ethics and Government Accountability (“BEGA”), including all BEGA staff, to manually transfer the answers I provide on my hard copy Registration or Activity Report to the Lobbyist Registration and Reporting E-filing System on my behalf. I understand that allowing BEGA and its staff to manually transfer the answers I provide on my hard copy form to the E-filing System comes with some risk of error. I waive all administrative or legal recourse I might have regarding any errors and assume that risk. I do not waive my right to the administrative waivers and appeals I otherwise have a right to pursuant to the Code of Conduct.

REGISTRATION YEAR OR QUARTER FOR WHICH AUTHORIZATION IS GIVEN:

SIGNATURE:  
DATE:

**FOR INTERNAL USE ONLY:**

**DATE:**

**DECISION:**

**Good cause was shown, and the waiver request is, hereby, GRANTED.**

**No good cause was shown, and the waiver request is, hereby, DENIED.**

**Explanation:**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**SIGNATURE:**