Section 166 of the Executive Law requires a regulatory agency to maintain for public inspection, a record of who appears before it, for a fee as a third party (i.e., an attorney, an agent, lobbyist*, or representative) on behalf of a person or organization subject to the regulatory jurisdiction of the agency. This usually occurs when the third party’s client is involved in an enforcement, formal permit, or application matter.

Agency: ___________________________ Date: __________________
Division/ Bureau: ___________________________

1. Name of individual appearing: ___________________________
   Address: ___________________________
   Telephone: ___________________________

2. Client represented: ___________________________
   Address: ___________________________
   Telephone: ___________________________

3. Subject of appearance: ______ Regulatory/Enforcement  ______ Lobbying

4. Acting in capacity of:
   ______ Attorney  ______ Lobbyist
   ______ Agent  ______ Other (describe) ___________________________

5. Are you being compensated?  ______ Yes  ______ No  If Yes:  ______ Fee  ______ Salary

6. Signature of individual appearing: ___________________________

7. Agency official (print name): ___________________________
   Signature: ___________________________

*A LOBBYIST is a person or organization, other than a New York State government employee acting in an official capacity, who appears for the purpose of influencing the adoption or rejection of proposed rules, regulations, rates, legislation, including the State budget or the specification or award of a State Procurement Contract. An “appearance” for lobbying purposes can be a personal visit, letter, telephone call, conversation at a meeting, or any other type of contact, but does not include “on the record” proceedings or hearings.