

Idaho Lobbyist Registration & Compliance Checklist

A step-by-step guide for individuals and organizations registering as lobbyists in Idaho — from threshold confirmation through ongoing reporting.

Anazao Solutions LLC

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This checklist is for organizational planning. Consult an Idaho-licensed attorney for legal advice on your specific situation.

Source: Idaho Code Title 67, Chapter 66 — Lobbyists

legislature.idaho.gov/statutesrules/idstat/Title67/T67CH66/

Who Must Register

Idaho Code §67-6617 requires registration with the Secretary of State before engaging in lobbying activities — prior to those activities beginning. The following triggers apply:

Trigger 1 — Compensated lobbying

Any person who lobbies for compensation must register, regardless of the amount paid. This includes employees of associations, advocacy groups, and consulting firms whose duties include lobbying Idaho officials.

Trigger 2 — Exemption threshold (§67-6618)

Persons are exempt from registration only if their compensation for lobbying does not exceed \$250 in the aggregate during any calendar quarter, and the lobbying activity represents less than the equivalent of \$250 of the employee's time per calendar year quarter (based on an hourly proration of compensation). Once either threshold is crossed, registration is required.

Definition of "Lobbying" (§67-6602)

Idaho Code defines lobbying as communicating with an official in the legislative or executive branch to influence legislative or executive action, where the person is compensated for that communication. This includes direct contact with legislators, agency heads, and governors' staff on pending legislation, rules, contracts, or procurement decisions.

Who is exempt?

- Persons testifying in public committee hearings or public agency proceedings.
- News media employees gathering and disseminating news in the ordinary course of business.
- Persons receiving no compensation for lobbying, or whose compensation is under \$250/quarter.
- Elected state officers and state executive officers appointed by the Governor, acting in their official capacity.
- Employees of a corporate-entity lobbyist, if the corporate entity has registered and appointed a designated lobbyist, and the employee's expenditures are reported through that designated lobbyist.
- Members of a trade association acting at the request of the association, if the association is registered and reports expenditures.

Note on corporate entities: If a corporate entity registers as a lobbyist and appoints a designated lobbyist, it must report the names of all employees who make expenditures of \$50 or more in any calendar year on the entity's behalf (§67-6618).

Pre-Registration Checklist

Complete every item below before submitting registration to the Idaho Secretary of State.
Registration must be filed before lobbying activity begins.

Confirm registration trigger is met

Compensation exceeds \$250/quarter threshold, or you are employed specifically to lobby.

Identify all employers / clients

List every person or organization on whose behalf you will lobby. Each must be named in the registration.

Determine filing type: individual lobbyist vs. designated lobbyist for a corporate entity

Corporate entities may register as the lobbyist and appoint employees as designated lobbyists.

Gather employer authorization

Obtain written authorization from each employer/client to act as their lobbyist.

Identify all covered legislative/executive topics

List the bills, rules, contracts, or proceedings you expect to influence.

Prepare Statement of Lobbyist (Secretary of State registration form)

Available at sos.idaho.gov — complete all required fields including employer contact information.

Confirm employer/client contact information is current

Name, mailing address, phone, and email for each employer or client.

Review filing fee amount [verify: current cycle]

Confirm current fee on sos.idaho.gov — fees are set by the Legislature and may change.

Register via the SOS online portal

Idaho requires online filing at sos.idaho.gov unless a written waiver applies (§67-6623).

Set up calendar reminders for reporting deadlines

Monthly during session; annual and semiannual for executive-only lobbyists.

Identify a designated contact for electronic notification

Once you file an annual/semiannual report, listed employers are notified electronically (§67-6619(2)).

Establish expense tracking system

You must report total expenditures by category: entertainment, food, honoraria, travel, lodging, advertising.

Review the \$100 per-occasion itemization threshold

Any single expenditure over \$100 per person for lobbying must be itemized with name, date, purpose, and amount (§67-6619(3)(b)).

Brief colleagues who may make expenditures on the organization's behalf

Corporate-entity employees spending \$50+ on lobbying must be reported by the designated lobbyist.

Retain a copy of the completed registration

Keep a record of all submissions and confirmations from the SOS portal.

Filing & Fees

Where to file

All lobbyist registrations must be filed online through the Idaho Secretary of State portal: sos.idaho.gov. A written waiver from the SOS is required to file by paper (§67-6623).

Filing fee

[verify: current cycle] — The registration fee is set by the Idaho Legislature and is subject to change each session. Confirm the current fee amount at sos.idaho.gov before submitting. As of recent sessions, a per-employer fee structure has applied, but the exact amount should be confirmed at time of filing.

Renewal

Lobbyist registrations must be renewed annually. The renewal deadline is January 10 of each year [verify: current cycle — confirm SOS renewal deadline for the current session year].

Ongoing Compliance Calendar

Idaho Code §67-6619 requires all registered lobbyists to file reports with the Secretary of State. The schedule depends on whether your lobbying covers the Legislature, the executive branch, or both.

Report Type	Who Files	Due Date	Filed With
Monthly interim report (during legislative session)	All registered lobbyists	Within 15 days of the first day of each month (for the prior month)	SOS online portal by midnight on due date
Annual report	All registered lobbyists	January 31	SOS online portal
Semiannual report (executive-branch only)	Lobbyists whose activities are confined to executive officials only	January 31 and July 31	SOS online portal

What each report must include (§67-6619(3))

- Total expenditures by category (entertainment, food and refreshment, honoraria, travel, lodging, advertising, and other).
- Itemized expenditure for any single occasion exceeding \$100 per person, including name of legislator/official, date, payee, purpose, and amount.
- If serving multiple employers/clients: proportionate expenditure amounts per client.
- Subject matter of legislation, rule, contract, or procurement activity supported or opposed — including specific bill numbers.
- For appropriations bills: specific sections supported or opposed.

Note: Reimbursed personal living and travel expenses of the lobbyist made directly for lobbying purposes need not be reported.

Common Mistakes

- Late or missed monthly reports

Monthly reports are due within 15 days of the first of each month during session — not at the end of the month. Missing a filing can result in penalties and public record of non-compliance.

- Failing to register before lobbying begins

Registration must be completed before the first lobbying contact. Retroactive registration does not cure a violation.

- Missing employer authorization

Each employer or client must be separately authorized and listed. Adding a client mid-session without updating the registration is a common oversight.

- Mixing personal advocacy with compensated lobbying

Individuals who lobby on their own behalf without compensation are generally exempt. However, if any compensation — including in-kind benefits — is received, the exemption disappears.

- Assuming a trade association registration covers individual employees

A trade association registration covers members acting at the association's request only when the association is registered and reports expenditures. Individual members who act beyond that scope may need separate registration.

- Failing to track and report sub-\$100 expenditures by category

Even expenditures below the \$100 per-occasion itemization threshold must be totaled and reported by category. The itemization threshold only determines whether individual recipient names must be disclosed.

- Not updating contact information

The SOS uses contact information from the registration to send electronic notifications to employers when reports are filed. Stale contact information creates compliance gaps.

Resources & Contacts

Idaho Secretary of State — Lobbyist Division

Website: sos.idaho.gov/elect/lobby/index.html

Phone: [verify: current cycle — confirm SOS main line from sos.idaho.gov]

Email: [verify: current cycle — confirm lobbyist division email from sos.idaho.gov]

Mailing address: 450 N. 4th Street, Boise, ID 83702

Idaho Code References

§67-6617 — Registration of lobbyists:

<https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH66/SECT67-6617/>

§67-6618 — Exemptions from registration:

<https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH66/SECT67-6618/>

§67-6619 — Reporting requirements:

<https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH66/SECT67-6619/>

§67-6623 — Electronic filing requirement:

<https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH66/SECT67-6623/>

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