



OFFICE USE ONLY		
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**STATE OF NEW YORK**  
**NOTICE OF APPEARANCE**

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. *This form is subject to all the rules and regulations of the Freedom of Information Law. Information that is confidential as a matter of law need not be furnished.*

**Agency:**  **Date:**

**Division/Bureau:**

**1. Name of individual appearing:**

**Address:**

**Telephone:**

**Email:**

**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, Check FEE or SALARY     **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.