INSTRUCTIONS

1. Complete all sections of the Complaint Form. Incomplete forms will not be processed.
2. Give the specific name and address of the lobbyist, principal, or lobbying firm about whom you are complaining. If you are complaining about more than one subject, use a separate Complaint Form for each. You may photocopy or otherwise reproduce this form as needed.
3. Provide a detailed account of the activity that is alleged to be in violation of the Lobbying Disclosure Law (65 Pa.C.S. §13A01 *et seq*.) Please note that the Commission's jurisdiction extends solely to alleged violations of: 65 Pa.C.S. §13A04 *Registration*; and 65 Pa.C.S. §13A05 *Reporting*; 65 Pa.C.S. §13A07 *Prohibited Activities sections*.
4. For complaints concerning violations of pertaining to 65 Pa.C.S. §13A07(d) *Conflicts of Interests* for lobbyist who are also attorneys, DO NOT USE THIS FORM. Report all complaints concerning lobbyist-attorney violations of 65 Pa.C.S. §13A07(d) *Conflicts of Interests* to the Disciplinary Board of the Supreme Court of Pennsylvania.
5. If you are unsure as to whether the Commission has jurisdiction over the conduct or subject in question, visit the Commission's website; refer to the Lobbyist Disclosure Law (65 Pa.C.S. §13A01 *et seq*.); or contact the State Ethics Commission.
6. Please be sure to enclose any records, documents, or other items to support your allegations.
7. Be sure to sign the form and have a notary sign, date and note the date the notary's commission expires. If you are completing this form via the internet, you must print this form and have it notarized.
8. The Commission may only investigate activities within five (5) years after the occurrence of the alleged violation of the Act, except that the Commission may not investigate any activity that occurred prior to January 1, 2007.

IMPORTANT

Any person filing a complaint with the State Ethics Commission should be aware of the following provisions of the Public Official and Employee Ethics Act which are also applicable to complaints filed pursuant to the Lobbying Disclosure Law.

Prohibited Retaliation

No public official or public employee shall discharge any official or employee or change his official rank, grade or compensation, or deny him a promotion or threaten to do so for filing a complaint with or providing information to the Commission or testifying in any Commission proceeding.

Confidentiality

The Commission will keep information, records, and proceedings relating to preliminary inquiries and investigations confidential (this includes the identity of the Complainant, unless there has been a wrongful use of act as defined below).

The Commission may disclose information or records regarding a preliminary inquiry or investigation in relation to:

- Final orders of the Commission which become public.
- Hearings conducted in public, as provided by law.
- Appeal of Commission orders.
- Seeking the Advice of Legal Counsel.
- Consulting with a law enforcement official or agency for the purpose of initiating, participating in or responding to an investigation or prosecution by the law enforcement official or agency.
- Testifying under oath before a governmental body or a similar body of the United States of America.
- The provision of discovery materials to the subject of an investigation, as required by law.
- When necessary or incidental to the conduct of on-going investigations or inquiries.

Penalties

Any person who engages retaliatory activity proscribed by Section 8(j) is guilty of a misdemeanor and, in addition to any other penalty provided by law, shall be fined not more than $1,000 or imprisoned for not more than one year, or be both fined and imprisoned. Any person who willfully affirms or swears falsely in regard to any material matter before a Commission proceeding pursuant to Section 8 is guilty of a felony and shall be fined no more than $5,000 or imprisoned for not more than five years, or be both fined and imprisoned.