



## LEGISLATIVE DESIGNEE CHANGE FORM FOR STATE DEPARTMENTS & AGENCIES

### Coversheet

#### Instructions

*Initial Registration.* Do not use this form if you have not already submitted the Registration of Legislative Designee(s) for State Departments & Agencies.

*Amending a registration.* A department or agency must notify the Commission in writing within fifteen (15) business days of any change to its legislative designees. After the annual registration is submitted, the department or agency must submit this form to add or remove a legislative designee.

*Schedules.* To amend the Department/Agency's registration, please complete this Coversheet. Please list all new Legislative Designees on Schedule A. Please list all Legislative Designees that you wish to remove from your registration on Schedule B. Please duplicate the pages as needed.

*Public listing.* A list of all legislative designees will be available to the public on the Commission's website.

#### Department / Agency Information

Department /Agency Name

Main Office Mailing Address

City

State

Zip

#### Person Completing Form

Full Name

Title

Mailing Address (if different from the main office)

City

State

Zip

Email

Phone

Fax

**SCHEDULE A  
ADD LEGISLATIVE DESIGNEES**

Name	Title	Email
Mailing Address (if different)	Bureau/Division	Phone
Name	Title	Email
Mailing Address (if different)	Bureau/Division	Phone
Name	Title	Email
Mailing Address (if different)	Bureau/Division	Phone
Name	Title	Email
Mailing Address (if different)	Bureau/Division	Phone
Name	Title	Email
Mailing Address (if different)	Bureau/Division	Phone

**SCHEDULE B  
REMOVE LEGISLATIVE DESIGNEES**

Name	Title	Email
Mailing Address (if different)	Bureau/Division	Phone
Name	Title	Email
Mailing Address (if different)	Bureau/Division	Phone
Name	Title	Email
Mailing Address (if different)	Bureau/Division	Phone
Name	Title	Email
Mailing Address (if different)	Bureau/Division	Phone
Name	Title	Email
Mailing Address (if different)	Bureau/Division	Phone