



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.

Agency: _____ **Date:** _____

Division/Bureau: _____

1. Name of individual appearing: _____

Business Address: _____

Business Telephone: _____

2. Client represented: _____

Business Address: _____

Business 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**

Agency official (print name): _____

*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.

The State Liquor Authority requires all representatives to provide a valid email address. Failure to provide an email address could result in delays in processing times, as emails are the SLA's primary means of communication with applicants and representatives.

Name of Representative:

Email Address of Representative: