

REPRESENTATION BEFORE THE DEPARTMENT OF PUBLIC SAFETY

Certain individuals who appear before a state agency or contact in person an officer or employee of the state agency on behalf of an individual, firm, partnership, corporation, or association about a matter before the agency must register with that agency in compliance with Tex. Gov't Code Ch. 2004.

ARE YOU REQUIRED TO REGISTER?

You are appearing before the Department of Public Safety or contacting in person an officer or employee of the Department. The following questions will help you determine whether you are required to register:

- Yes No Is the contact on behalf of an individual, firm, partnership, corporation, or association about a matter before the Department?
- Yes No Is the contact being made in order to attempt to influence the action of an officer or employee of the Department?
- Yes No Is the contact concerning a matter that is not on file with the Department as a pleading or other instrument that discloses your representation?
- Yes No Are you receiving, or do you expect to receive, compensation or anything of value for the contact?

If you answered "No" to any of these questions, you are not required to register. Also, if you are making an appearance and participating at a public hearing or if you are an officer or employee of a state agency and are making contact regarding an interagency matter, you are exempt from registering.

If you are required to register, please complete the form below:

1 Name of Registrant	
2 Address of Registrant	ADDRESS/PO BOX APT/SUITE # CITY STATE ZIP CODE
3 Name of Entity Represented by Registrant	
4 Address of Entity Represented by Registrant	ADDRESS/PO BOX APT/SUITE # CITY STATE ZIP CODE
5 Compensation	Have you received, or do you expect to receive, any money, thing of value, or financial benefit for the appearance before or contact with the Department or an officer or employee of the Department? <input type="checkbox"/> Yes <input type="checkbox"/> No

For questions about this form or your requirement to register, please contact the Texas Ethics Commission:
 PO Box 12070 Austin, Texas 78711-2070
 (512) 463-5800
www.ethics.state.tx.us

Instructions for Submitting the OGC-4 and Visitor Log “Representation Before the Department of Public Safety”

- Copies of form OGC-4 should be made available in all lobbies in which Department visitors are received. OGC-4 is available in the online form repository at <https://dpsnet.tle.dps/intranetforms/default/Forms/OGC-4.pdf>

- All persons entering a Department building to meet with an employee should be asked to complete the visitor log sheet when applicable, read the top half of form OGC-4 and determine whether he or she must complete the form. Department employees should not assist a person in answering the questions on the form or determining whether the person is required to complete the form. If a person has questions about the form, Department employees should direct the person to contact the Texas Ethics Commission, whose contact information is located at the bottom of the form.

- Regional Commanders or their designee will post a monthly folder on the public drive (LINK) with all visitor logs and applicable OGC-4 Forms. If an office does not have any information to report than a scanned copy of the visitor log with the words “NO VISITORS LOGGED IN”, will be written on the first line. (Regional Offices can shred copies once scanned copies have been uploaded to the shared public folders).

- The Regional Commanders or their designee shall ensure all applicable DPS Offices have uploaded the monthly reports to the Region 7 Security Programs Folder (Link).

- Region 7 Capitol Security will forward forms to the Office of General Counsel for submission to the Texas Ethics Commission no later than the 5th day after the calendar quarter in which the form was completed.

- Visitor Control Registers listed on the retention schedule under DPS.0326 will have a retention period of Calendar Year End plus 3 years. This record series includes logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.