



**TEXAS BOARD  
OF  
PARDONS AND PAROLES**

**Number:** BPP-DIR. 141.358

**Date:** February 28, 2020

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**Supersedes:** September 16, 2016

## **BOARD DIRECTIVE**

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**SUBJECT:** VISITORS REGISTRATION

**PURPOSE:** To provide procedures for the Board of Pardons and Paroles to register individuals who visit Texas Board of Pardons and Paroles offices.

**AUTHORITY:** Texas Government Code Section 508.035(d) and Chapter 2004  
Texas Administrative Code Title 37, Part 5, Chapter 141, Section 141.81  
Board Policy BPP-POL. 141.300 Handgun Policy

**DISCUSSION:** All persons who visit a Texas Board of Pardon and Paroles (Board) office must sign the Visitor Registration Form (see Attachment A). The Visitor Registration Form will be maintained and submitted to the Texas Ethics Commission pursuant to Texas Government Code Section 2004.004.

Section 2004.002 of the Texas Government Code requires an individual who appears before a state agency or contacts in person an officer or employee of a state agency on behalf of an individual, firm, partnership, corporation, or association about a matter before that agency, to register with the state agency.

Section 2004.003 of the Texas Government Code exempts the individual's appearance or contact on an interagency matter if the individual is an officer or employee of the state agency; or a contact by the individual with the state agency or an officer or employee of the agency if the contact is:

- A. solely for obtaining information and an attempt is not made to influence the action of an officer or employee of the agency;
- B. making an appearance and participating at a public hearing;
- C. made in a matter in which a pleading or other instrument that discloses the individual's representation is on file with the agency; or
- D. one for which the individual does not receive compensation or anything of value.

**DEFINITIONS:**      Individual – includes a member of the legislature, any other state officer, and a state employee.

License to Carry – a license issued by the Texas Department of Public Safety which authorizes an individual to carry a handgun.

State Agency – an office, department, Commission, or Board of the executive branch of state government.

**PROCEDURE:**

- I. All persons visiting a Board office must register with the Board. The Board must maintain a list of registrants and submit quarterly reports to the Texas Ethics Commission.
- II. Each Board office will maintain a record of individuals who appear before the voting members of the Board or their designee; or who contacts in person an officer or employee of the Board on behalf of an individual, firm, partnership, corporation, or association about a matter before the Board; or who visit the Board's office for any reason.
- III. Individuals must register the following information on the attached form:
  - A. the name and address of the registrant;
  - B. the name and address of the person on whose behalf the appearance or contact is made;
  - C. a statement of whether the registrant has received or expects to receive any money, thing of value, or financial benefit for the appearance or contact; and
  - D. identify whether the registrant is carrying a handgun and provide the License to Carry (LTC) number.
- IV. If a registrant is carrying a handgun, the Board Assistant shall provide the registrant a copy of Board Policy BPP-POL. 141.300 Handgun Policy. The registrant will present the LTC upon request.
- V. If the Board Assistant has a question about the Visitor Registration Form, the Board Member will review the form and ensure the appropriate correction(s), if any are made on the registration form.
- VI. Each Board office will submit their monthly reports to the Board Administrator via facsimile or email no later than the 10th day of each month.
- VII. The Board Administrator or designee will submit the quarterly report to the Texas Ethics Commission by the 10<sup>th</sup> day of the month ending each calendar quarter.

**SIGNED THIS, THE 28<sup>TH</sup> DAY OF FEBRUARY, 2020.**

**DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)**

*\*Signature on file.*

**BOARD OF PARDONS AND PAROLES**  
**VISITOR REGISTRATION**  
Texas Government Code, Chapter 2004

**OFFICE (Circle):**      Amarillo      Angleton      Austin      Gatesville      Huntsville      Palestine      San Antonio

**MONTH:** \_\_\_\_\_

DATE MM/DD/YY	NAME AND ADDRESS OF REGISTRANT	NAME AND ADDRESS OF PERSON, FIRM, CORPORATION, OR ASSOCIATION REPRESENTED BY THE REGISTRANT (IF OFFENDER: NAME, TDCJ# AND UNIT)	RECEIPT OF MONEY, THING OF VALUE, OR FINANCIAL BENEFIT FOR SERVICES IN APPEARING BEFORE THE AGENCY (Please check either "Yes" or "No")		PLEASE CHECK BOX IF YOU ARE CARRYING A HANDGUN AND INSERT LTC NUMBER
			YES	NO	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <hr/> LTC Number
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <hr/> LTC Number
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <hr/> LTC Number
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <hr/> LTC Number