

## Using the IMPORT Feature To Import Client and Assistant Information into a Lobby Registration Report

### CONTENTS

	Page
Overview.....	1
Lobby Client Data Import.....	3
Client Record Types.....	3
Client Record.....	4
Client Subject Matter Record.....	5
Private Corporation - Corporate Officers and Board Members Record.....	6
Unincorporated Client - Policymakers and Contributors Record.....	7
State Agency Client Record.....	7
State Agency - Docket Numbers and Designations Record.....	8
Contents of Sample File – Clients.csv.....	9
LobbyAssistant Data Import.....	10
Assistant Record Types.....	10
Assistant Record.....	10
Assistant Docket Numbers and Designations Record.....	11
Assistant Subject Matter Record.....	11
Contents of Sample File – Assistants.csv.....	11
Prefix/Title Codes Table.....	12
Suffix Codes Table.....	13
Compensation Amount Codes Table.....	14
Subject Matter Codes Table.....	15
Agency Codes Table.....	16
State Codes Table.....	19
Country Codes Table.....	20

### **Overview**

This document describes the filing format used for importing Lobby client and assistant information into a registration report using the Texas Ethics Commission Lobby filing application.

Use the import feature to avoid re-typing client and assistant data into the lobby filing application that you have already entered into other software, such as a spreadsheet.

### **FILE LAYOUT FOR IMPORTING CLIENTS AND ASSISTANTS**

Your import file must meet these requirements:

- Files should be in comma-separated value format and the filename **should end with a ".csv" extension.**
- All records are comma-separated value (CSV) format records.

- Trailing commas **must** be present for each field regardless of whether data is present.
- Double quotes (") may not be embedded in the data.
- Fields may be surrounded by double-quote characters.
- Any fields which contain embedded commas should always be surrounded by double-quotes.
- Double quotes cannot surround the first field.
- Some data must match entries in code tables. These code tables are described below.

It is highly recommended that you double-check imported records to make sure all information was successfully imported and then manually add anything that is missing.

## NOTES ABOUT VARIOUS FIELD TYPES

It is important to prevent any fields from containing "leading spaces" (e.g., " Text information" has a leading space before the word Text). The filing application does not remove the leading spaces from the text. Fields with leading spaces can affect how the text appears in your tables in the filing application and how the text renders on the report.

Whereas any field may be surrounded by double-quote characters, it is very important that any fields that actually contain an embedded comma (such as a name or an address) are surrounded by double-quotes.

The total number of characters in a field cannot exceed the length defined for that field.

## NAMES

A Name can either be that of an individual or an entity. Record layouts for individual names have four separate fields (Last Name, First Name(s), Prefix/Title and Suffix). Entity Names are stored "as-is" in the nameOrganization field.

When the named is an individual, the parts of the name (Last, First, Title, Suffix) are stored in the appropriate four name fields. Title is used for things such as Mr., Mrs., Hon, Dr., etc. Suffix is for things such as II, III, Jr., Sr., etc. Both Titles and Suffixes must be entered as codes that are listed in the "Name Prefix/Title Codes" and "Name Suffix Codes" tables below. An error message will be generated if you enter a title or suffix that is not an identical match to one in these tables.

Whether a name is stored as an individual (last, first, etc.) or as an entity depends on whether the entityTypeCd for that name has a value of "individual" or "entity", respectively.

Please note that the total number of characters in a name cannot exceed the length defined for that field.

**ADDRESSES**

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Addresses must contain a complete street, city, state, and a ZIP (+4) code. In other words, a complete mailing address must be supplied when address is required.

Records allow for 2 lines of address (in addition to the fields for city, state, and ZIP+4 code). When only one line of address is given, it should be coded in the Address1 field and the Address2 field should be blank.

**ZIP CODES & ZIP+4**

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Zip Codes are defined as a maximum of 10 characters. Zip Codes can be stored as 5-digit, 9-digit, or as 5-digit/hyphen/4-digit values.

**DATA FIELD LAYOUT FOR IMPORTING CLIENTS AND ASSISTANTS**

The first column is a list of codes indicating whether a field is required for reporting purposes.

Rx	Required field; TEC rejects filing if absent
R	Required field, but TEC accepts filing
Cx	Conditionally Required field; TEC rejects filing if absent; e.g., First Name is required only when entityTypeCd = "individual"
C	Conditionally Required but TEC accepts filing
o	optional field
Co	Conditionally optional; e.g., Client field 07 (namePrefix) is optional when entityTypeCd = "IND", but is not applicable (and should be blank) when entityTypeCd= "ENT".

**Lobby Client Data Import**

**SAMPLE FILE: [Clients.csv](#)**

(the contents of this file are also printed at the end of this section)

**LOBBY REGISTRATION CLIENT RECORD TYPES**

<u>RecordType</u>	<u>Description</u>	<u>Repeating?</u>
client	Lobby Registration Clients	No
subject	Client Subject Matter	Yes
unincorporated	Unincorporated Policymaker and Contributor Details	Yes
privatecorp	Private Corporation Officer and Board Member Details	Yes
stateagency	State Agency Details	Yes
docket	State Agency Docket/Designation Details	Yes

**Non-repeating Information for Lobby Client**

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record). Value: client
02	Rx	itemID	String	20	Unique Identifier
03	Rx	entityTypeCd	String	30	Value: IND, ENT
04	Rx	nameOrganization	String	100	Client Organization Name if entityTypeCd value is entity (leave blank if individual)
05	Rx	nameLast	String	100	Client Last Name if individual
06	Rx	nameFirst	String	45	Client First Name if individual
07	Co	namePrefix	String	30	Client Name – Title (see "Name Prefix/Title Codes", below)
08	Co	nameSuffix	String	30	Client Name – Suffix (see "Name Suffix Codes", below)
09	Rx	addr1	String	55	Client Street Address 1
10	Co	addr2	String	55	Client Street Address 2
11	Rx	city	String	30	Client City
12	Rx	stateCd	String	5	Client State Code (see "State Codes" table below)
13	Rx	postalCode	String	20	Client ZIP Code
14	Rx	countryCd	String	30	Client Country Code (see "Country Codes" table below)
15	Rx	compAmountCd	String	30	Client Compensation Level Code. This field cannot be blank. (See "Compensation Amount Codes" table below.)
16	Co	compExactAmount	String	12	Exact amount of compensation. Field 15 must be set to GTE500K or EXACTAMT.
17	Rx	compMethodCd	String	30	Type of compensation Code. Value: one of PAID, EARNED, PROSPECT
18	Rx	clientStructureCd	String	30	Client organization type; Value: PUBLIC_CORP, PRIVATE_CORP, UNINCORPORATED, or leave the field blank for individual
19	Co	unincorpStateAgencyCd	String	30	Indicate whether the client is a state agency; required field if clientStructureCd= UNINCORPORATED. Value: Y, N, or leave blank if it does not apply.
20	Co	unincorpNumberMembers	String	8	Number of entity members in the unincorporated entity.
21	Co	unincorpDecisionMethod	String	100	Description of policy making methods for the unincorporated entity
22	Co	unincorpContributorsNaFlag	String	1	Indicate if the unincorporated entity has contributors. If N, the "not applicable" checkbox will be checked on REG Schedule A PG2 box 4. Value: Y, N.
23	Co	privatecorpNumberShareholders	String	8	Number of shareholders of the private corporation. Value: N/A or number.
24	Co	privatecorpSharesNaFlag	String	1	Indicate if the private corporation has shareholders. If N, the "not applicable" checkbox will be checked on REG Schedule A PG3 box 3. Value: Y, N.
25	Co	compBehalfEntityName	String	100	Entity name if lobbyist is an individual reporting compensation for an entity
26	Co	compBehalfAddr1	String	55	Address 1 of entity for which compensation is being reported
27	Co	compBehalfAddr2	String	55	Address 2 of entity for which compensation is being reported

28	Co	compBehalfCity	String	30	City of entity for which compensation is being reported
29	Co	compBehalfstateCd	String	5	State Code of entity for which compensation is being reported (see "State Codes" table below)
30	Co	compBehalfPostalCode	String	20	ZIP Code of entity for which compensation is being reported
31	Co	compBehalfCountryCd	String	30	Country Code of entity for which compensation is being reported (see "Country Codes" table below)
32	Co	compBehalfPhoneNumber	String	20	Phone number of entity for which compensation is being reported
33	Rx	tacRangeTypeCd	String	30	A constant to identify the type of Import. MUST be LOBBY_REG

### **Repeating Subject Matter Categories for Client**

This row of data immediately follows its parent client row

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record). Value: subject
02	Rx	subjectMatterCd	String	30	Unique Identifier (see "Subject Matter Codes", below)
03	Co	subjectOtherDescr	String	100	"Other" category descriptive text (Required if subjectMatterCd=84{Other}, otherwise leave blank)

There can be zero or more rows of subject matter information that are associated with the client data row.

### **Repeating Information for Private Corporation Client Corporate Officers and Board Members**

This row of data follows its parent PRIVATE\_CORP client row.

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record). Value: privatecorp
02	Rx	officerNameNameLast	String	100	Last name of corporate officer or board member
03	Rx	officerNameNameFirst	String	45	First name of corporate officer or board member
04	Co	officerNameNamePrefix	String	30	Title of corporate officer or board member (see "Name Prefix/Title Codes", below)
05	Co	officerNameNameSuffix	String	30	Suffix of corporate officer or board member (see "Name Suffix Codes", below)
06	Rx	officerAddr1	String	55	Corporate officer or board member street address 1
07	Co	officerAddr2	String	55	Corporate officer or board member street address 2
08	Rx	officerCity	String	30	Corporate officer or board member city
09	Rx	officerStateCd	String	5	Corporate officer or board member state code (see "State Codes" table below)
10	Rx	officerPostalCode	String	20	Corporate officer or board member ZIP code
11	Rx	officerCountryCd	String	30	Corporate officer or board member country code (see "Country Codes" table below)
12	Rx	ownerNameLast	String	100	Last name of corporate shareholder
13	Rx	ownerNameFirst	String	45	First name of corporate shareholder
14	Co	ownerNamePrefix	String	30	Title of corporate shareholder (see "Name Prefix/Title Codes", below)
15	Co	ownerNameSuffix	String	30	Suffix of corporate shareholder (see "Name Suffix Codes", below)

**Repeating information for Unincorporated Client Policymakers and Contributors**

This row of data follows its parent UNINCORPORATED client row.

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record). Value: unincorporated
02	Rx	policymakerNameLast	String	100	Last name of policy maker
03	Rx	policymakerNameFirst	String	45	First name of policy maker
04	Co	policymakerNamePrefix	String	30	Policymaker name – Title (see "Name Prefix/Title Codes", below)
05	Co	policymakerNameSuffix	String	30	Policymaker name – Suffix (see "Name Suffix Codes", below)
06	Rx	contributorNameLast	String	100	Last name of individual making grant or contribution
07	Rx	contributorNameFirst	String	45	First name of individual making grant or contribution
08	Co	contributorNamePrefix	String	30	Title of individual making grant or contribution (see "Name Prefix/Title Codes", below)
09	Co	contributorNameSuffix	String	30	Suffix of individual making grant or contribution (see "Name Suffix Codes", below)

**Repeating information for State Agency as a Client**

This row of data follows its parent UNINCORPORATED client row.

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record). Value: stateagency
02	Rx	subjectMatterDescr	String	100	Subject matter description for which lobbyist was paid a sales commission or fee
03	Co	commissionAmount	String	12	Amount of sales commission or fee
04	Co	commissionEstimateMaximum	String	12	Estimate of maximum amount of sales commission if exact amount is not known. Leave this field blank if the amount was entered in field 03.
05	Co	commissionMethodDescr	String	100	Method under which the sales commission is computed if the exact amount is unknown. Leave this field blank if the amount was entered in field 03.

**Repeating Information for Docket Numbers and Designations for Communications with a State Agency as a Client**

This row of data immediately follows its parent stateagency client row.

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record). Value: docket
02	Rx	designation	String	100	Docket number or other administrative designation of matters subject to communication with officers or employees of state agencies of the executive branch
03	Co	agencyCd	String	30	State agency code (see "Agency Codes" table below)
04	Co	docketOtherDescr	String	100	Agency name if agencyCd=999 {Other}, otherwise leave blank

There can be zero or more rows of docket numbers or designations that are associated with the stateagency data row.

**Content of Sample File: [Clients.csv](#)**

```
#recordType,itemID,entityTypeCd,nameOrganization,nameLast,nameFirst,namePrefix,nameSuffix,addr1,addr2,city,
stateCd,postalCode,countryCd,compAmountCd,compExactAmount,compMethodCd,clientStructureCd,unincorpStat
eAgencyCd,unincorpNumberMembers,unincorpDecisionMethod,unincorpContributorsNaFlag,privatecorpNumberS
hareholders,privatecorpSharesNaFlag,compBehalfEntityName,compBehalfAddr1,compBehalfAddr2,compBehalfCit
y,compBehalfStateCd,compBehalfPostalCd,compBehalfCountryCd,compBehalfPhoneNumber,tacRangeTypeCd
client,,ENT,ABC Corp,,,,,123 Addr Rd.,Unit
100,Austin,TX,12345,USA,LOBBCOMP03,,PROSPECT,PRIVATE_CORP,,,,,11,Y,Entity,123 Addr,Unit
100,Austin,TX,77777,USA,,LOBBY_REG
subject,24,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
subject,25,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
subject,34,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
privatecorp,Shmoe,Joe,LTGENERAL,MDDDS,123 Fake
St.,Austin,TX,12345,USA,Doe,Jane,REPRESENTATIVE,JRMD,,,,,,,,,,,,,
privatecorp,Hill,Hank,,456 Private Way,,Austin,TX,12345,USA,,,,,,,,,,,,,
privatecorp,,,,,,,,,Wayne,Bruce,,,,,,,,,,,,,
client,,ENT,Fake Company,,,,,555 Place Rd.,San
Antonio,TX,56789,USA,LOBBCOMP09,,PAID,UNINCORPORATED,N,4,client 2 uploaded unincorporated
decision method,,,,,,,,,LOBBY_REG
subject,54,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
subject,58,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
unincorporated,Smith,John,MR,JR,Trib,Connie,,,,,,,,,,,,,
unincorporated,,,,,Jackson,Allen,,,,,,,,,,,,,
unincorporated,Simmon, Tom,,,,,,,,,,,,,
client,3,ENT,XYZ Business,,,,,248 Main St.,Unit 45,Houston,TX,13579-
2468,USA,LOBBCOMPEXACTAMT,"$456,845.87 ",EARNED,UNINCORPORATED,Y,,,Y,,,,,,,,,LOBBY_REG
subject,11,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
subject,21,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
subject,13,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
subject,22,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
stateagency,state agency 1 subject matter description,10,100,state agency 1 commission method
description,,,,,,,,,,,,,
stateagency,state agency 2 subject matter description,20,200,state agency 2 commission method
description,,,,,,,,,,,,,
docket,state agency 1 docket 1,999,Other Agency,,,,,,,,,,,,,
docket,state agency 2 docket 2,223,,,,,,,,,,,,,
```

**Lobby Assistant Data Import****SAMPLE FILE: [Assistants.csv](#)**

(the contents of this file are also printed at the end of this section)

**LOBBY REGISTRATION ASSISTANT RECORD TYPES**

<u>RecordType</u>	<u>Description</u>	<u>Repeating?</u>
assistant	Lobby Registration Assistants	No
docket	Assistants Dockets/Designations	Yes
subject	Assistants Subject Matter	Yes

**Non-repeating information for Lobby Assistant**

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record). Value: assistant
02	Rx	itemID	String	20	Unique Identifier
03	Rx	entityTypeCd	String	30	Value: INDIVIDUAL (must be upper case)
04	Rx	nameOrganization	String	100	Assistant organization name. Leave this field blank.
05	Rx	nameLast	String	100	Assistant last name
06	Rx	nameFirst	String	45	Assistant first name
07	Co	namePrefix	String	30	Title of assistant (see "Name Prefix/Title Codes", below)
08	Co	nameSuffix	String	30	Suffix of assistant (see "Name Suffix Codes", below)
09	Rx	addr1	String	55	Assistant street address 1
10	Co	addr2	String	55	Assistant street address 2
11	Rx	city	String	30	Assistant city
12	Rx	stateCd	String	5	Assistant state code (see "State Codes" table below)
13	Rx	postalCode	String	20	Assistant ZIP code
14	Rx	countryCd	String	30	Assistant country code (see "Country Codes" table below)
15	Rx	occupation	String	60	Assistant occupation

**Repeating Docket Numbers or Designations for Assistant**

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record). Value: docket
02	Rx	designation	String	100	Docket Number or Other Designation
03	Rx	agencyCd	String	30	Agency Code (see “Agency Codes” table below)
04	Co	docketOtherDescr	String	30	Agency Name if agencyCd=999 {Other}, otherwise leave blank

There can be zero or more rows of docket numbers or designations that are associated with the assistant data row immediately above the docket/designations row(s).

**Repeating Subject Matter Categories for Assistant**

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record). Value: subject
02	Rx	subjectMatterCd	String	30	Unique Identifier (see “Subject Matter Codes”, below)
03	Co	subjectOtherDescr	String	100	“Other” category descriptive text (Required if subjectMatterCd=84{Other}, otherwise leave blank)

There can be zero or more rows of subject matter information that are associated with the assistant data row immediately above the docket/designations row(s) and/or subject matter row(s).

**Content of Sample File: [Assistants.csv](#)**

```
#recordType,itemID,entityTypeCd,nameOrganization,nameLast,nameFirst,namePrefix,nameSuffix,addr1,addr2,city,stateCd,postalCode,countryCd,occupation
assistant,1,INDIVIDUAL,,Lawyer,Laura,MS,,123 Main St.,Austin,TX,777771234,USA,Attorney
docket,R-15,999,ABC Commission,,,,,,,,,,,,,
docket,T-32,356,,,,,,,,,,,,,
subject,11,,,,,,,,,,,,,
subject,19,,,,,,,,,,,,,
subject,28,,,,,,,,,,,,,
subject,75,,,,,,,,,,,,,
assistant,2,INDIVIDUAL,,Assistant,Andrew,MR,JR,987 First St.,Austin,TX,77777-1234,USA,Legal Assistant
subject,41,,,,,,,,,,,,,
subject,78,,,,,,,,,,,,,
subject,80,,,,,,,,,,,,,
```

**There are currently 4 sets of Compensation Range Codes to be used depending on the Registration's Period Covered**

**Compensation Amount Codes – Effective Covering Activity Starting 01/01/2023**

<b>Compensation Range</b>	<b>Amount Code</b>
\$0	LOBBCOMPEQZERO
Less than \$20,220	LOBBCOMP01
\$20,220 - \$50,539.99	LOBBCOMP02
\$50,540 - \$101,089.99	LOBBCOMP03
\$101,090 - \$202,179.99	LOBBCOMP04
\$202,180 - \$303,269.99	LOBBCOMP05
\$303,270 - \$404,349.99	LOBBCOMP06
\$404,350 - \$505,439.99	LOBBCOMP07
\$505,440 - \$606,529.99	LOBBCOMP08
\$606,530 - \$707,619.99	LOBBCOMP09
\$707,620 - \$808,709.99	LOBBCOMP10
\$808,710 - \$909,799.99	LOBBCOMP11
\$909,800 - \$1,010,879.99	LOBBCOMP12
\$1,010,880 or more	LOBBCOMP13
Exact Amount	LOBBCOMPEXACTAMT

**Compensation Amount Codes – Effective Covering Activity Starting 01/01/2022**

<b>Compensation Range</b>	<b>Amount Code</b>
\$0	LOBBCOMPEQZERO
Less than \$18,890	LOBBCOMP01
\$18,890 - \$47,219.99	LOBBCOMP02
\$47,220 - \$94,439.99	LOBBCOMP03
\$94,440 - \$188,889.99	LOBBCOMP04
\$188,890 - \$283,329.99	LOBBCOMP05
\$283,330 - \$377,769.99	LOBBCOMP06
\$377,770 - \$472,219.99	LOBBCOMP07
\$472,220 - \$566,659.99	LOBBCOMP08
\$566,660 - \$661,099.99	LOBBCOMP09
\$661,100 - \$755,539.99	LOBBCOMP10
\$755,540 - \$849,989.99	LOBBCOMP11
\$849,990 - \$944,429.99	LOBBCOMP12
\$944,430 or more	LOBBCOMP13
Exact Amount	LOBBCOMPEXACTAMT

**Compensation Amount Codes – Effective Covering Activity Starting 01/01/2021**

<b>Compensation Range</b>	<b>Amount Code</b>
\$0	LOBBCOMPEQZERO
Less than \$18,360	LOBBCOMP01
\$18,360 - \$46,579.99	LOBBCOMP02
\$46,580 - \$93,149.99	LOBBCOMP03
\$93,150 - \$186,299.99	LOBBCOMP04
\$186,300 - \$279,449.99	LOBBCOMP05
\$279,450 - \$372,599.99	LOBBCOMP06
\$372,600 - \$465,749.99	LOBBCOMP07
\$465,750 - \$558,899.99	LOBBCOMP08
\$558,900 - \$652,049.99	LOBBCOMP09
\$652,050 - \$745,199.99	LOBBCOMP10
\$745,200 - \$838,349.99	LOBBCOMP11
\$838,350 - \$931,499.99	LOBBCOMP12
\$931,500 or more	LOBBCOMP13
Exact Amount	LOBBCOMPEXACTAMT

**Compensation Amount Codes – Effective Covering Activity Up To 12/31/2020**

<b>Compensation Range</b>	<b>Amount Code</b>
\$0	LOBBCOMPEQZERO
Less than \$10,000	LOBBCOMP01
\$10,000 - \$24,999.99	LOBBCOMP02
\$25,000 - \$49,999.99	LOBBCOMP03
\$50,000 - \$99,999.99	LOBBCOMP04
\$100,000 - \$149,999.99	LOBBCOMP05
\$150,000 - \$199,999.99	LOBBCOMP06
\$200,000 - \$249,999.99	LOBBCOMP07
\$250,000 - \$299,999.99	LOBBCOMP08
\$300,000 - \$349,999.99	LOBBCOMP09
\$350,000 - \$399,999.99	LOBBCOMP10
\$400,000 - \$449,999.99	LOBBCOMP11
\$450,000 - \$499,999.99	LOBBCOMP12
\$500,000 or more	LOBBCOMP13
Exact Amount	LOBBCOMPEXACTAMT

**Name Prefix/Title Codes**

AGENT	Agent
BRIGADIER	Brig. Gen.
CAPTAIN	Capt.
CEO	CEO
COLONEL	Colonel
COMMISSNR	Commissioner
DR	Dr.
ESTATE	The Estate of
GENERAL	General
HONORABLE	The Honorable
JUDGE	Judge
LADY	Lady
LT	Lt.
LTGENERAL	Lt. Gen.
MAJOR	Major
MAJORGEN	Maj. Gen.
MISS	Miss
MONSIGNOR	Monsignor
MR	Mr.
MRS	Mrs.
MS	Ms.
OFFICER	Officer
PROFESSOR	Prof.
RABBI	Rabbi
REPRESENTATIVE	Rep.
REVEREND	Rev.
SENATOR	Sen.
SGT	Sgt.
SISTER	Sister

**Name Suffix Codes**

DRPH	DrPH
DSN	DSN
DVM	DVM
EDD	Ed.D.
ESQ	Esq.
I	I
II	II
III	III
IV	IV
JD	J.D.
JR	Jr.
JRMD	Jr MD
LAC	L.AC.
LLB	LLB
LLC	LLC
LMSW	LMSW
LVN	LVN
MA	M.A.
MBA	MBA
MD	M.D.
MDDDS	MDDDS
MDMS	MD MS
MDPHD	MDPhD
MED	M.Ed.
MHA	MHA
MPS	MPS
OD	O.D.
PA	P.A.
PAC	PA-C
PC	P.C.
PE	P.E.
PG	P.G.
PHD	Ph.D
PT	P.T.
RDH	RDH
RET	Ret.
RN	R.N.
RPH	R.Ph.
SR	Sr.
V	V
VI	VI
DRPH	DrPH
DSN	DSN
DVM	DVM
EDD	Ed.D.
ESQ	Esq.
I	I
II	II
III	III
IV	IV

**Subject Matter Codes**

01	Abortion
02	Aeronautics
03	Aging
04	Agriculture
05	Alcoholic Beverage Regulation
06	Alcoholism And Drug Abuse
07	Aliens
08	Amusements Games Sports
09	Animals
10	Arts And Humanities
11	Business And Commerce
12	Cemeteries
13	Charitable And Nonprofit Organizations
14	City Government
15	Civil Remedies And Liabilities
16	Coastal Affairs And Beaches
17	Common Carriers
18	Communications And Press
19	Consumer Protection
20	Corporations And Associations
21	Corrections
22	County Government
23	Courts
24	Crime
25	Criminal Procedures
26	Day Care
27	Disaster Preparedness And Relief
28	Economic And Industrial Development
29	Education
30	Elections
31	Energy
32	Environment
33	Ethics
34	Family Issues
35	Fees And Other Non-Tax Revenue
36	Financial Institutions
37	Fire Fighters And Police
38	Gambling
39	Handicapped Persons
40	Health And Health Care
41	Highways And Roads
42	Historic Preservation And Museums
43	Hospitals
44	Housing
45	Human Services
46	Insurance
47	Labor
48	Law Enforcement
49	Lawyers
50	Libraries
51	Malpractice-Health Care Providers
52	Mental Health And Cognition
53	Military And Veterans
54	Mines And Mineral Resources

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55	Minors
56	Nursing Homes
57	Occupational Regulation
58	Oil And Gas
59	Open Records And Open Meetings
60	Parks And Wildlife
61	Political Subdivisions
62	Probate
63	Product Liability
64	Property Interests
65	Public Lands
66	Purchasing
67	Redistricting
68	Religion
69	Retirement Systems
70	Safety
71	Special Districts And Authorities
72	State Agencies Boards And Commissions
73	State Employees Officers And Symbols
74	State Finances
75	Taxation
76	Tort Reform
77	Tourism
78	Transportation
79	Utilities
80	Vehicles And Traffic
81	Water
82	Weapons
83	Women's Issues
84	Other

**Agency Codes**

401	Adjutant General, Texas
360	Administrative Hearings, State Office of
4	Affordable Housing Corporation, Texas State
539	Aging and Disability Services, Department of
556	Agricultural Experiment Station, Texas
551	Agriculture, Department of
458	Alcoholic Beverage Commission, Texas
528	Anatomical Board, State
737	Angelo State University, Texas State University System
554	Animal Health Commission, Texas
459	Architectural Examiners, Texas Board of
813	Arts, Texas Commission on the
538	Assistive and Rehabilitative Services, Department of
302	Attorney General, Texas Office of the
308	Auditor, State
451	Banking, Texas Department of
202	Bar of Texas, State
771	Blind and Visually Impaired, Texas School for the
352	Bond Review Board, Texas
303	Building and Procurement Commission, Texas
527	Cancer Council, Texas
508	Chiropractic Examiners, Board of
304	Comptroller of Public Accounts, Texas
466	Consumer Credit Commissioner, Texas
555	Cooperative Extension, Texas
46	County and District Retirement System, Texas
212	Court Administration, Office of
221	Court of Appeals - 01st Court of Appeals District, Texas
222	Court of Appeals - 02nd Court of Appeals District, Texas
223	Court of Appeals - 03rd Court of Appeals District, Texas
224	Court of Appeals - 04th Court of Appeals District, Texas
225	Court of Appeals - 05th Court of Appeals District, Texas
226	Court of Appeals - 06th Court of Appeals District, Texas
227	Court of Appeals - 07th Court of Appeals District, Texas
228	Court of Appeals - 08th Court of Appeals District, Texas
229	Court of Appeals - 09th Court of Appeals District, Texas
230	Court of Appeals - 10th Court of Appeals District, Texas
231	Court of Appeals - 11th Court of Appeals District, Texas
232	Court of Appeals - 12th Court of Appeals District, Texas
233	Court of Appeals - 13th Court of Appeals District, Texas
234	Court of Appeals - 14th Court of Appeals District, Texas
211	Court of Criminal Appeals, Texas
469	Credit Union Department, Texas
696	Criminal Justice, Texas Department of
772	Deaf, Texas School for the
504	Dental Examiners, State Board of
701	Education Agency, Texas
819	Emancipation Juneteenth Cultural and Historical Commission, Texas
477	Emergency Communications, Commission on State
327	Employees Retirement System of Texas
582	Environmental Quality, Texas Commission on
356	Ethics Commission, Texas
530	Family and Protective Services, Department of
325	Fire Fighter's Pension Commissioner, Texas

411	Fire Protection, Texas Commission on
904	Food and Fibers Commission, Texas
513	Funeral Services Commission, Texas
305	General Land Office, Texas
481	Geoscientists, Texas Board of Professional
301	Governor's Office, Texas
529	Health and Human Services Commission, Texas
364	Health Professions Council
781	Higher Education Coordinating Board, Texas
808	Historical Commission, Texas
102	House of Representatives, Texas
332	Housing and Community Affairs, Texas Department of
313	Information Resources, Department of
454	Insurance, Texas Department of
409	Jail Standards, Commission on
242	Judicial Conduct, State Commission on
665	Juvenile Probation Commission, Texas
789	Lamar Institute of Technology, Texas State University System
787	Lamar State College - Orange, Texas State University System
788	Lamar State College - Port Arthur, Texas State University System
734	Lamar University, Texas State University System
464	Land Surveying, Texas Board of Professional
407	Law Enforcement Officer Standards and Education, Commission on
203	Law Examiners, Board of
243	Law Library, State
104	Legislative Budget Board, Texas
103	Legislative Council, Texas
105	Legislative Reference Library, Texas
306	Library and Archives Commission, Texas State
452	Licensing and Regulation, Texas Department of
362	Lottery Commission, Texas
735	Midwestern State University
406	Military Facilities Commission, Texas
1	Municipal Retirement System, Texas
507	Nurse Examiners, Texas Board of
514	Optometry Board, Texas
802	Parks and Wildlife Department, Texas
338	Pension Review Board, Stat
515	Pharmacy, Texas State Board of
533	Physical Therapy and Occupational Therapy Examiners, Executive Council of
456	Plumbing Examiners, Board of
512	Podiatric Medical Examiners, State Board of
715	Prairie View A&M University, Texas A&M University System
809	Preservation Board, State
460	Professional Engineers, Texas Board of
213	Prosecuting Attorney, State Office of
520	Psychologists, Board of Examiners of
457	Public Accountancy, Texas State Board of
347	Public Finance Authority, Texas
359	Public Insurance Counsel, Office of
405	Public Safety, Texas Department of
473	Public Utility Commission of Texas
475	Public Utility Counsel, Office of
476	Racing Commission, Texas
455	Railroad Commission of Texas, The
329	Real Estate Commission

370	Residential Construction Commission, Texas
479	Risk Management, State Office of
357	Rural Community Affairs, Office of
753	Sam Houston State University, Texas State University System
450	Savings and Mortgage Lending, Texas
307	Secretary of State, Texas
312	Securities Board, State
101	Senate, Texas
592	Soil and Water Conservation Board, Texas
333	State - Federal Relations, Office of
537	State Health Services, Department of
755	Stephen F. Austin State University
472	Structural Pest Control Board, Texas
756	Sul Ross State University, Texas State University System
116	Sunset Advisory Commission
201	Supreme Court, Texas State
713	Tarleton State University, Texas A&M University System
337	Tax Professional Examiners, Board of
323	Teacher Retirement System of Texas
709	Texas A&M Health Science Center, Texas A&M University System
761	Texas A&M International University, Texas A&M University System
718	Texas A&M University at Galveston, Texas A&M University System
751	Texas A&M University - Commerce, Texas A&M University System
760	Texas A&M University - Corpus Christi, Texas A&M University System
732	Texas A&M University - Kingsville, Texas A&M University System
710	Texas A&M University System
764	Texas A&M University - Texarkana, Texas A&M University System
711	Texas A&M University, Texas A&M University System
712	Texas Engineering Experiment Station, Texas A&M University System
716	Texas Engineering Extension Service, Texas A&M University System
576	Texas Forest Service, Texas A&M University System
717	Texas Southern University
719	Texas State Technical College System
754	Texas State University - San Marcos, Texas State University System
758	Texas State University System Board of Regents, Texas State University System
739	Texas Tech University Health Science Center, Texas Tech University
768	Texas Tech University System Office, Texas Tech University System
733	Texas Tech University, Texas Tech University System
727	Texas Transportation Institute, Texas A&M University System
731	Texas Woman's University
601	Transportation, Texas Department of
930	Treasury Safekeeping Trust Company
759	University of Houston - Clear Lake, University of Houston System
784	University of Houston - Downtown, University of Houston
783	University of Houston System Office, University of Houston System
730	University of Houston, University of Houston System
765	University of Houston - Victoria, University of Houston System
763	University of North Texas Health Science Center at Fort Worth, University of North Texas System
769	University of North Texas System Administration, University of North Texas System
752	University of North Texas, University of North Texas System
714	University of Texas at Arlington, University of Texas System
721	University of Texas at Austin, University of Texas System
747	University of Texas at Brownsville, University of Texas System
738	University of Texas at Dallas, University of Texas System
724	University of Texas at El Paso, University of Texas System
743	University of Texas at San Antonio, University of Texas System

750	University of Texas at Tyler, University of Texas System
742	University of Texas of the Permian Basin, University of Texas System
736	University of Texas - Pan American, University of Texas System
720	University of Texas System, University of Texas System
785	UT Health Center at Tyler, University of Texas System
744	UT Health Science Center at Houston, University of Texas System
745	UT Health Science Center at San Antonio, University of Texas System
506	UT - M.D. Anderson Cancer Center, University of Texas System
723	UT Medical Branch at Galveston, University of Texas System
729	UT Southwestern Medical Center at Dallas, University of Texas System
403	Veterans Commission, Texas
557	Veterinary Medical Diagnostic Laboratory, Texas
578	Veterinary Medical Examiners, State Board of
580	Water Development Board, Texas
757	West Texas A&M University, Texas A&M University System
320	Workforce Commission, Texas
694	Youth Commission, Texas
999	Other

### State Codes

AK	Alaska
AL	Alabama
AS	American Samoa
AR	Arkansas
AZ	Arizona
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
MI	Michigan
MN	Minnesota
MO	Missouri
MS	Mississippi
MT	Montana
NC	North Carolina
ND	North Dakota
MP	Northern Mariana Islands
NE	Nebraska

NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UM	United States Minor Outlying Islands
UT	Utah
VI	Virgin Islands
VA	Virginia
VT	Vermont
WA	Washington
WI	Wisconsin
WV	West Virginia

### Country Codes

USA	United States
CAN	Canada
MEX	Mexico
UMI	United States Minor Outlying Islands
ALA	Aland Islands
AFG	Afghanistan
ALB	Albania
DZA	Algeria
ASM	American Samoa
AND	Andorra
AGO	Angola
AIA	Anguilla
ATA	Antarctica
ATG	Antigua and Barbuda
ARG	Argentina
ARM	Armenia
ABW	Aruba
AUS	Australia
AUT	Austria
AZE	Azerbaijan
BHS	Bahamas
BHR	Bahrain
BGD	Bangladesh
BRB	Barbados
BLR	Belarus
BEL	Belgium
BLZ	Belize
BEN	Benin

BMU	Bermuda
BTN	Bhutan
BOL	Bolivia, Plurinational State of
BES	Bonaire, Sint Eustatius and Saba
BIH	Bosnia and Herzegovina
BWA	Botswana
BVT	Bouvet Island
BRA	Brazil
IOT	British Indian Ocean Territory
BRN	Brunei Darussalam
BGR	Bulgaria
BFA	Burkina Faso
BDI	Burundi
CIV	Cote d'Ivoire
KHM	Cambodia
CMR	Cameroon
CPV	Cape Verde
CYM	Cayman Islands
CAF	Central African Republic
TCD	Chad
CHL	Chile
CHN	China
CXR	Christmas Island
CCK	Cocos (Keeling) Islands
COL	Colombia
COM	Comoros
COG	Congo
COD	Congo, the Democratic Republic of the
COK	Cook Islands
CRI	Costa Rica
HRV	Croatia
CUB	Cuba
CUW	Curacao
CYP	Cyprus
CZE	Czech Republic
DNK	Denmark
DJI	Djibouti
DMA	Dominica
DOM	Dominican Republic
ECU	Ecuador
EGY	Egypt
SLV	El Salvador
GNQ	Equatorial Guinea
ERI	Eritrea
EST	Estonia
ETH	Ethiopia
FLK	Falkland Islands (Malvinas)
FRO	Faroe Islands
FJI	Fiji
FIN	Finland
FRA	France
GUF	French Guiana
PYF	French Polynesia
ATF	French Southern Territories
GAB	Gabon
GMB	Gambia

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GEO	Georgia
DEU	Germany
GHA	Ghana
GIB	Gibraltar
GRC	Greece
GRL	Greenland
GRD	Grenada
GLP	Guadeloupe
GUM	Guam
GTM	Guatemala
GGY	Guernsey
GIN	Guinea
GNB	Guinea-Bissau
GUY	Guyana
HTI	Haiti
HMD	Heard Island and McDonald Islands
VAT	Holy See (Vatican City State)
HND	Honduras
HKG	Hong Kong
HUN	Hungary
ISL	Iceland
IND	India
IDN	Indonesia
IRN	Iran, Islamic Republic of
IRQ	Iraq
IRL	Ireland
IMN	Isle of Man
ISR	Israel
ITA	Italy
JAM	Jamaica
JPN	Japan
JEY	Jersey
JOR	Jordan
KAZ	Kazakhstan
KEN	Kenya
KIR	Kiribati
PRK	Korea, Democratic People's Republic of
KOR	Korea, Republic of
KWT	Kuwait
KGZ	Kyrgyzstan
LAO	Lao People's Democratic Republic
LVA	Latvia
LBN	Lebanon
LSO	Lesotho
LBR	Liberia
LBY	Libya
LIE	Liechtenstein
LTU	Lithuania
LUX	Luxembourg
MAC	Macao
MKD	Macedonia, the former Yugoslav Republic of
MDG	Madagascar
MWI	Malawi
MYS	Malaysia
MDV	Maldives
MLI	Mali

MLT	Malta
MHL	Marshall Islands
MTQ	Martinique
MRT	Mauritania
MUS	Mauritius
MYT	Mayotte
FSM	Micronesia, Federated States of
MDA	Moldova, Republic of
MCO	Monaco
MNG	Mongolia
MNE	Montenegro
MSR	Montserrat
MAR	Morocco
MOZ	Mozambique
MMR	Myanmar
NAM	Namibia
NRU	Nauru
NPL	Nepal
NLD	Netherlands
NCL	New Caledonia
NZL	New Zealand
NIC	Nicaragua
NER	Niger
NGA	Nigeria
NIU	Niue
NFK	Norfolk Island
MNP	Northern Mariana Islands
NOR	Norway
OMN	Oman
PAK	Pakistan
PLW	Palau
PSE	Palestine, State of
PAN	Panama
PNG	Papua New Guinea
PRY	Paraguay
PER	Peru
PHL	Philippines
PCN	Pitcairn
POL	Poland
PRT	Portugal
PRI	Puerto Rico
QAT	Qatar
REU	Reunion
ROU	Romania
RUS	Russian Federation
RWA	Rwanda
BLM	Saint Barthelemy
SHN	Saint Helena, Ascension and Tristan da Cunha
KNA	Saint Kitts and Nevis
LCA	Saint Lucia
MAF	Saint Martin (French part)
SPM	Saint Pierre and Miquelon
VCT	Saint Vincent and the Grenadines
WSM	Samoa
SMR	San Marino
STP	Sao Tome and Principe

SAU	Saudi Arabia
SEN	Senegal
SRB	Serbia
SYC	Seychelles
SLE	Sierra Leone
SGP	Singapore
SXM	Sint Maarten (Dutch part)
SVK	Slovakia
SVN	Slovenia
SLB	Solomon Islands
SOM	Somalia
ZAF	South Africa
SGS	South Georgia and the South Sandwich Islands
SSD	South Sudan
ESP	Spain
LKA	Sri Lanka
SDN	Sudan
SUR	Suriname
SJM	Svalbard and Jan Mayen
SWZ	Swaziland
SWE	Sweden
CHE	Switzerland
SYR	Syrian Arab Republic
TWN	Taiwan, Province of China
TJK	Tajikistan
TZA	Tanzania, United Republic of
THA	Thailand
TLS	Timor-Leste
TGO	Togo
TKL	Tokelau
TON	Tonga
TTO	Trinidad and Tobago
TUN	Tunisia
TUR	Turkey
TKM	Turkmenistan
TCA	Turks and Caicos Islands
TUV	Tuvalu
UGA	Uganda
UKR	Ukraine
ARE	United Arab Emirates
GBR	United Kingdom
URY	Uruguay
UZB	Uzbekistan
VUT	Vanuatu
VEN	Venezuela, Bolivarian Republic of
VNM	Viet Nam
VGB	Virgin Islands, British
VIR	Virgin Islands, U.S.
WLF	Wallis and Futuna
ESH	Western Sahara
YEM	Yemen