

General Instructions

Please type or print all requested information. If the space provided is insufficient please attach a separate sheet and number the response to correspond with each item number. You can also apply online at www.ct.gov/dcp, under online services, select application form and then select Charitable Solicitation to find the link **"Apply Online"**. **Note:** An upload of the Initial Charity Registration form with an authorized signature will be required in order to complete the online submission.

Exempt organizations can qualify for exemption from the full registration **if** the organization meets **one** of the criteria for exemption as outlined on the **Claim of Exemption from full Registration Application Form, CPC-54 New (1-S)**. **Do not** use this application to apply and claim exemption from the full registration. The **Claim of Exemption from the Full Registration Application Form** is located on our web-site at www.ct.gov/dcp.

Non-exempt organizations will be required to file with this initial application a copy of the most currently filed, fiscal year-end of the filed IRS 990, 990EZ, 990N or 990PF and audit (if applicable). An audit **is only required** if gross revenues exceed \$500,000.00. **After the initial issuance no financials** will be required unless, reinstating a lapsed status or if the organization is being audited by the Department of Consumer Protection. Registrations will expire after the last day of the eleventh month following the organization's fiscal year end. Annual Renewal notices will be emailed. If organization **has not** completed the first fiscal year end, no IRS form is required.

Section 1

1. **Full legal name**, this is also the name that will appear on your certificate. Do not use a contact name.
2. **Physical address and mailing address, if different.** You may use a post office box in addition to your charity's physical address. If the charity has representatives filing registrations on their behalf the charity may use the representing company's mailing address but must still provide the physical address of the charity's location.
3. **Names, in which funds will be solicited under**, other than the name provided on line item one.
4. **Email address** is required. Office uses this method of contact to notify charities of approvals or deficiencies on pending applications or renewal status.
5. **Federal ID number (EIN), must be provided.** Organization's nine digit identification number assigned by the IRS.

Section 2

6. **Fiscal year end or the date your fiscal year will end.** Provide the complete date of the fiscal year end your organization has selected and provided to the IRS. If you have not yet completed or obtained a date we will assign a fiscal year of December 31st until further notice. We must have a fiscal year end to determine your charity's registration expiration date. Registrations expire on the last day of the eleventh month after a fiscal year end. Your initial registration period may be less than one year.
7. **Where and date of when organization was legally established.** Indicate state of incorporation or originally established as an organization and date.
8. **Purpose of organization.** Describe the purpose or mission and programs of the organization for which funds are solicited.

Section 3

9. **IRS tax exempt status.** Determine which best describes the organization's current IRS tax exemption status, as it applies at the time of completion of this application, by checking the appropriate box (**check only one answer**).

Provide code as granted by the IRS. If the charity has a pending application or will not be applying for a 501 (c)(3) or any 501 (c) charitable status with the IRS, the charity must not misrepresent its non-exempt status. If a charity does solicit before obtaining exempt status, the charity should not misrepresent its tax-deductible status. Information about tax exempt status can be obtained from the IRS by calling 1-800-829-FORM (3676) and ordering Publication 557, "Tax Exempt Status for Your Organization," or on the web at www.irs.gov. We urge you to seek professional advice.

Important: Line number 9: **A registration of a public charity with the Department of Consumer Protection does not grant the charitable organization a tax exempt status under any 501 (c) charitable Status. Only the IRS grants the recognitions.**

Section 4

10. **through 21. Answer all questions, do not** leave unanswered if it does not apply. If you answer yes, explain by attaching a separate sheet and indicate your answers for each line item.
22. **Primary financial institution.** The primary financial institution is where the charity deposits donations and pays permissible expenses. List the name, address and telephone for this line item on the application.
23. **Signatures**, State law requires **one signature**. Include name, title, address and telephone numbers.

Important: Registration **must be approved** by the Department of Consumer Protection **prior to solicitation. Return completed form and attachments with the required non-refundable registration fee to the address on the front of the application.**

Do not include these instructions. Keep instructions for future your reference.