

# Charitable Solicitation Licensing (CSL) Manual

Revised 2024, Version 2



# About the Charitable Solicitation Licensing (CSL) Manual

This manual gives an overview of all the pages and features of the CSL section of the NC Secretary of State Knowledge Base (aka. SOSKB or KB) website.

The screenshot shows the official website of the State of North Carolina, specifically the Charities section. The header includes the state seal and the name of the Secretary of State, Elaine F. Marshall. A navigation menu lists various services like Divisions, Programs, Agency Information, Online Services, Forms, Site Map, and Help. The main content area features a large image of a smiling woman in a teal shirt, with a dark blue text box overlaid on it. The text box contains the title 'Charitable Solicitation Licensing' and a paragraph explaining the division's role. Below the image are four buttons: 'Online Filing', 'Renewals', 'Amend an existing Filing', and 'Forms'.

Official website of the State of North Carolina [Here's how you know](#) ▾

**Secretary of State**  
*Elaine F. Marshall*

About Alerts Contact Fees FAQs News Search Sign In

Divisions Programs Agency Information Online Services Forms Site Map Help

Home > Charities

## Charities

**Charitable Solicitation Licensing**

The Charitable Solicitation Licensing Division maintains a registry of organizations licensed to solicit charitable contribution within the state. In addition, the Division licenses professionals who fund-raise on behalf of those organizations.

Online Filing Renewals Amend an existing Filing Forms

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## Charities

This manual gives an overview of the pages and features of the **Charitable Solicitation Licensing (CSL)** section of the Secretary of State's new KB website.

Go to the North Carolina Secretary of State's Office website at: <https://sosnc.gov>.

Select **Divisions**.

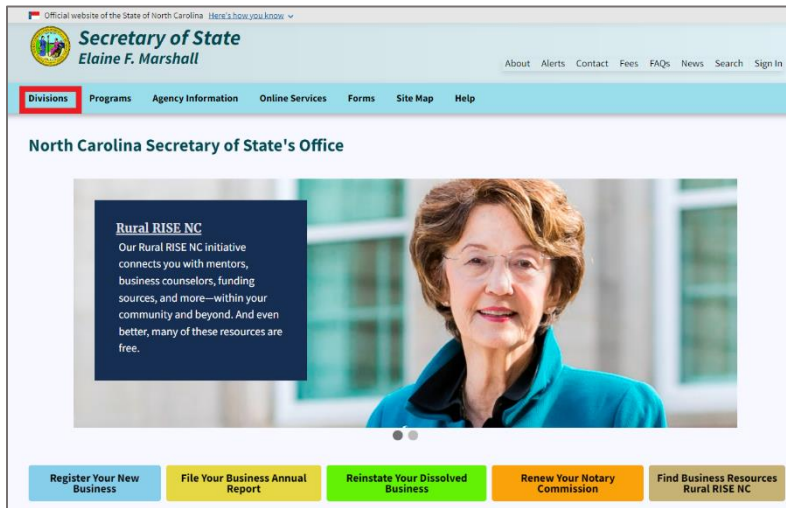


Figure 1. Divisions menu highlighted

This takes you to the **Divisions** page.

Select **Charities**.

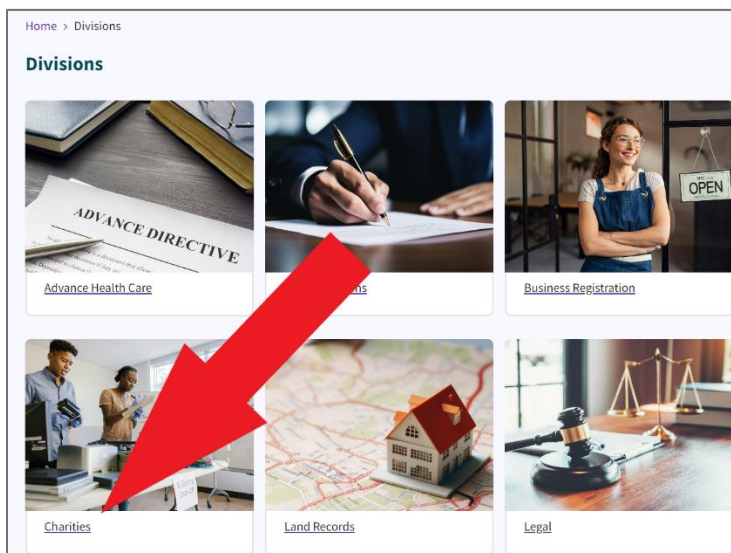


Figure 2. A red arrow points to the Charities link

This link takes you to the **Charities** page.

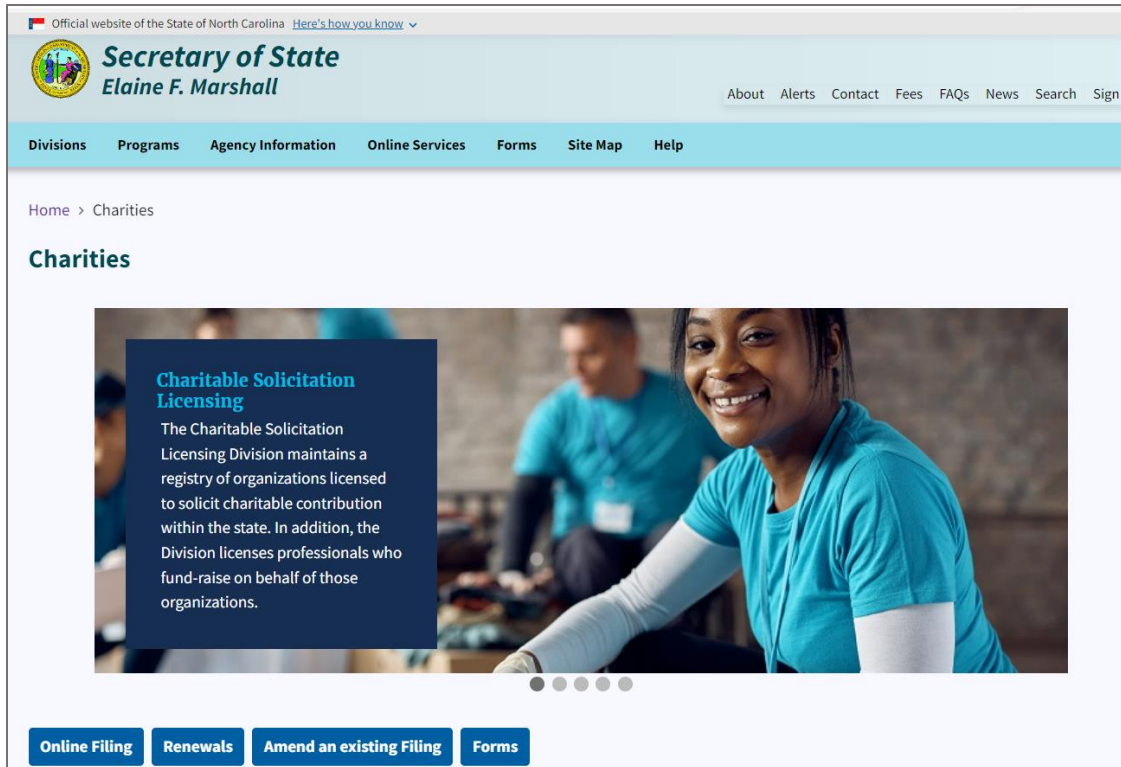


Figure 3. Charities page

The North Carolina Secretary of State's **Charitable Solicitation Licensing Division** maintains a registry of organizations licensed to solicit charitable contribution within the state. In addition, the Division licenses professionals who fundraise on behalf of those organizations.

Four action buttons are below the large stock image.

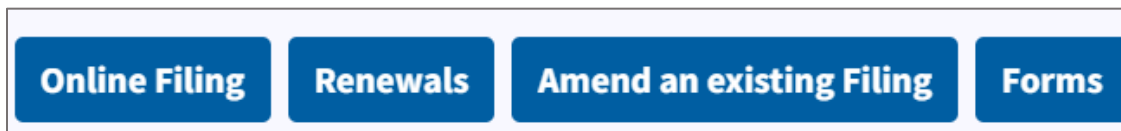


Figure 4. Four action buttons

Four action buttons (**Figure 4.**) take you to:

- [Online Filing](#)
- [Renewals](#)
- [Amend an Existing Filing](#)
- [Forms](#)

## Online Filing

Click the **Online Filing** button.

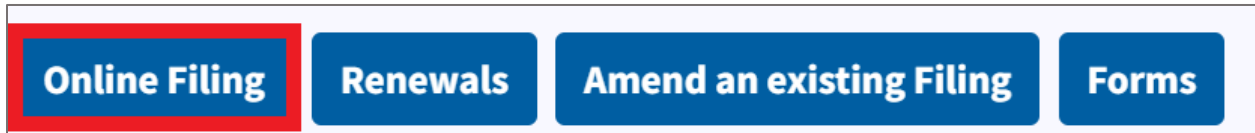


Figure 5. Online Filing button selected in red

This button link takes you to the Online Filing page.

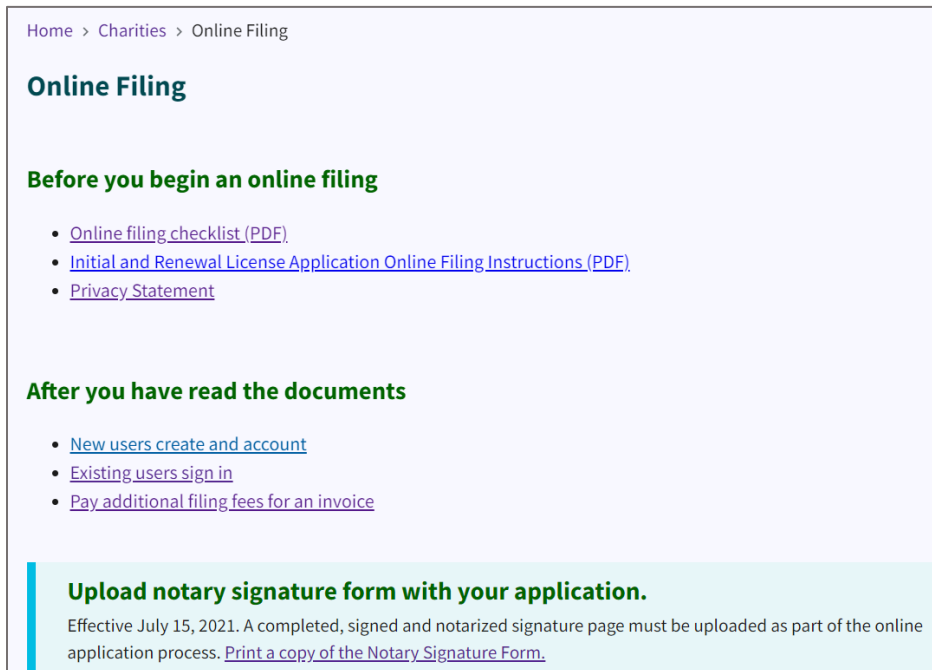


Figure 6. Online Filing page

This page explains the process of online filing for initial and renewal license applications.

On this page, you can find the following:

**Online Filing Checklist:** A list of items you will need to review before beginning the online filing process.

**Initial and Renewal License Application Online Filing Instructions:** Step-by-step instructions for filing an initial or renewal license application online.

**Privacy Statement:** Information on how your personal data will be protected during the online filing process.

**Registering an Account:** Instructions for new users to register an account or for existing users to log in.

**Notary Signature Form:** A new requirement effective July 15, 2021, where a completed, signed, and notarized signature page must be uploaded as part of the online application process.

For a more detailed guide, you can visit the North Carolina Secretary of State’s Charities Online Filing page. It’s important to carefully read all the documents and instructions to ensure a smooth filing process.

The page starts with preliminary information you need to file your charity with the NC Secretary of State’s Office.

**Before you begin an online filing**

- [Online filing checklist \(PDF\)](#)
- [Initial and Renewal License Application Online Filing Instructions \(PDF\)](#)
- [Privacy Statement](#)

The page offers information for what to do after you have filed.

**After you have read the documents**

- [New users create an account](#)
- [Existing users sign in](#)
- [Pay additional filing fees for an invoice](#)

This section is followed by a reminder to upload your notary signature form which appears in a green call-out box.

**Upload notary signature form with your application.**

Effective July 15, 2021. A completed, signed and notarized signature page must be uploaded as part of the online application process. [Print a copy of the Notary Signature Form.](#)

*Figure 7. Notary signature reminder note*

There is a link to a printable copy of the **Notary Signature Form**. See **Figure 7**.

The charitable organization must complete, sign, notarize, and upload the form as part of the online application process.



**STATE OF NORTH CAROLINA DEPARTMENT  
OF THE SECRETARY OF STATE**

ELAINE F. MARSHALL CHARITABLE SOLICITATION LICENSING DIVISION - APPLICATION SIGNATURE PAGE SECRETARY OF STATE

Name: \_\_\_\_\_ Date of On-line Submission: \_\_\_\_\_

Address: \_\_\_\_\_

Organization Name: \_\_\_\_\_ License Number (If Applicable) \_\_\_\_\_

By signing below, I acknowledge and certify the following with the electronic submission of this form:

1. That I will maintain a paper original inked, signed, and notarized signature page in my own records for three years as required by N.C.G.S. §131F-32.
2. The records shall be made available to the Department for inspection and shall be furnished no later than 10 days after the request was made as required by N.C.G.S. §131F-32.
3. The ten (10) days review period for CSL to approve or deny this license application per N.C.G.S. §131F-5 SHALL NOT BEGIN until the date on which CSL receives a completed application, including this fully completed notarized signature page.
4. Applicable late fees are assessed based on the date a completed application, including this completed notarized document is received by CSL.


**APPLICANT SIGNATURE: To be signed in the presence of a Notary Public who has administered the following oath:**

Figure 8. Notary Signature Form PDF

## Charities and Sponsors

This section of the Online Filing page has five hyperlinks.


**Charities & Sponsors**




[Extension Request](#)




[Initial Applications](#)



[Renewal Request](#)



[Initial Exemption Request](#)



[Renewal Exemption Request](#)

Figure 9. Five hyperlinks for Charities and Sponsors section

The five links are:

- Extension Request
- Initial Applications
- Renewal Request
- Initial Exemption Request
- Renewal Exemption Request

## Extension Request

Select **Extension Request**.

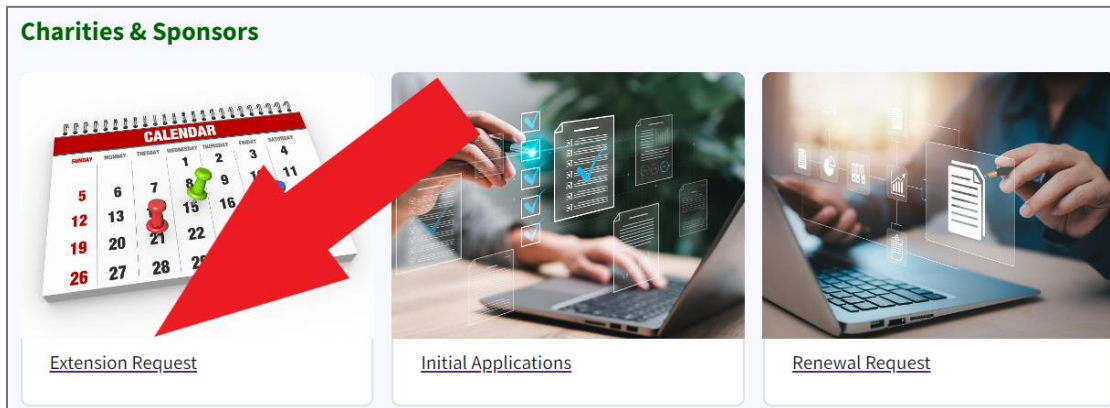


Figure 10. A red arrow points to the Extension Request link

The link takes you to the **Search Charities** page.

A screenshot of the "Search Charities" page. At the top, there is a breadcrumb trail: "Home > Charities > Search Charities". Below this, the heading "Search Charities" is displayed in a bold, dark blue font. The main content area is a light gray box containing a search form. The form has a "Search Type" dropdown menu with "Starting With" selected. Below the dropdown is a text input field labeled "Organization name(Required)". At the bottom of the form is a blue "Search" button. Below the button is a link that says "Search Our Registry Instructions".

Figure 11. Search Charities page

For this example, we entered “abc” for the organization name.

Click **Search**.



Figure 12. Charities Search Results

The Search Results display a list of charity names that match the search requirements. You can click on the plus (+) sign to expand the tile for more information and links.



Figure 13. Expandable tile with information and linkable options

The linkable options are:

- Document filings
- Upload an extension request
- File an exemption renewal
- More Information



## Initial Application

Select **Initial Application**.

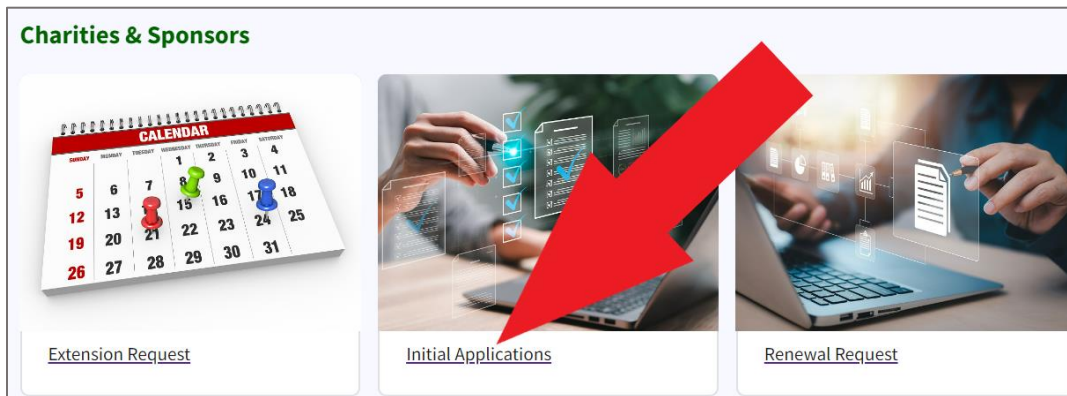


Figure 14. A red arrow points to the Initial Applications link

The link takes you to the **Log In** page if you have not already logged into your NCSOS website account.

A screenshot of the "Log in" page. At the top, there is a breadcrumb "Home > Log in". Below it is the heading "Log in". The page contains two input fields: "Username(Required)" and "Password(Required)". At the bottom left, there is a blue button labeled "Log in".

Figure 15. Log In page

After logging into your NCSOS website account, the link takes you to the first step in the Charitable Solicitation Licensing process. There are 36 pages in all of this process. You can check which page you are currently on in the process by looking at the number in the far right corner of the screen. See **Figure 16**.



Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

1. Application type ⓘ  
Initial Charity/Sponsor

2. N.C. Charitable solicitation license number ⓘ  
N/A

3. Legal name of applicant organization(Required) ⓘ

Page 1 of 36




Figure 16. A red arrow points to the current page of the Solicitation License Application process

Select the **Application Type** from the first dropdown.

Enter the **N.C. Charitable Solicitation License Number**.

Type the **Legal Name** of the applicant organization.

Click **Save and Continue**.

Enter the **street address** in the provided entry fields.

### Charitable or Sponsor Organization

#### Solicitation License Application

4. Principal street address ⓘ

Street Name:(Required)

City

State  
NC - North Carolina

Zip code

Country  
United States

I certify this address is a valid street address.

Page 2 of 36

Figure 17. Street address entry fields

Click **Save and Continue**.

Enter the **mailing address** in the provided entry fields.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

6. Mailing address (may not be third party filer): [Copy Street Address](#)

Street Name:(Required)

City

State

NC - North Carolina

Zip code

Country

United States

I certify this address is a valid street address.

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 3 of 36

Figure 18. Mailing address entry fields

Click **Save and Continue**.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

7. Phone number(Required)

8. Applicant's email address(Required) (Required)

9. Applicant's website(Required)

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 19. Phone number entry fields

Enter the **phone number, email address, and applicant website**.

Click **Save and Continue**.

Answer the question: “Does the applicant have other locations in North Carolina?”

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

10. Does the applicant have other locations in North Carolina?  
(Required) ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 20. Other locations in NC question dropdown

Click **Save and Continue**.

Enter the **Charitable purpose for which the applicant is organized**. You can add this as an attachment by clicking the “**Browse for Attachment**” link below the text box.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

11. Charitable purpose for which applicant is organized (Limit to 2 lines or add an attachment) ⓘ

Attachment  
[Browse for Attachment](#)

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 6 of 36

Figure 21. “Charitable purpose for which the applicant is organized” text box and attachment link

Click **Save and Continue**.

Home > Charities > Charitable or Sponsor Organization

## Charitable or Sponsor Organization

### Solicitation License Application

12. Charitable purpose for which solicited contributions will be used  
(Limit to 2 lines or add an attachment) ⓘ

Attachment  
[Browse for Attachment](#)

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 7 of 36

Figure 22. Charitable Purpose text box and Browse Attachment link

Enter the **Charitable purpose for which solicited contributions will be used** in the text box or via an attachment. To upload an attachment, click the “Browse for Attachment” link. See **Figure 22**.

Click **Save and Continue**.

Enter the **major program activities** (See **Figure 23**.) in the text box or attach them via the browse link.

Home > Charities > Charitable or Sponsor Organization

## Charitable or Sponsor Organization

### Solicitation License Application

13. Major program activities of applicant (Limit to 2 lines or add an attachment) ⓘ

Attachment  
[Browse for Attachment](#)

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 8 of 36

Figure 23. Major program activities text box and attachment link

Click **Save and Continue**.

Enter the **Applicant’s fiscal year end date**.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

14. Applicant's fiscal year end date(Required) ⓘ

Month  
January

Day  
1

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 9 of 36

Figure 24. Fiscal year end date dropdowns

Click **Save and Continue**.

Using the dropdown, answer the question: “**Has the applicant received a federal tax exemption determination letter?**” See Figure 25.

Using the dropdown, select the **IRS tax exemption code**.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

15. Has applicant received a federal tax exemption determination letter?(Required) ⓘ

IRS tax exemption code ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 10 of 36

Figure 25. Dropdowns

Click **Save and Continue**.

Home > Charities > Charitable or Sponsor Organization

## Charitable or Sponsor Organization

### Solicitation License Application

16. Applicant's state of establishment(Required) ⓘ

Applicant's date of establishment ⓘ

Previous Save and Continue DevNext

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Figure 26. State and date of establishment fields

Using the dropdown, select the applicant's **state of establishment**.

Enter the applicant's **date of establishment**.

Click **Save and Continue**.

Enter all assumed **names** used by the applicant in solicitation of contributions in the provided text box or via the browse attachment link.

Home > Charities > Charitable or Sponsor Organization

## Charitable or Sponsor Organization

### Solicitation License Application

17. List all names used by applicant in the solicitation of contributions other than the applicant legal name. ⓘ

Attachment  
[Browse for Attachment](#)

Previous Save and Continue DevNext

Page 12 of 36

Figure 27. Names text box

Click **Save and Continue**.

Using the text box, enter the **states** where the applicant is authorized to solicit contributions other than North Carolina. You can attach a list of states by using the browse attachment link.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

18. List of all states where applicant is authorized to solicit contributions other than North Carolina. ⓘ

Attachment  
[Browse for Attachment](#)

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 13 of 36

Figure 28. States text box

Click **Save and Continue**.

Enter a list of **names** and **street addresses** of directors, officers, trustees, and salaried executive personnel for the current fiscal year. You can use the applicant's street address.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

19. List of names and street addresses of directors, officers, trustees, and salaried executive personnel for current fiscal year. (The applicant's street address may be used.) ⓘ

Attachment  
[Browse for Attachment](#)

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 14 of 36

Figure 29. Names and street addresses text box

Click **Save and Continue**.

Enter a list of **names** of individuals or officers in charge of any solicitation activities.

Home > Charities > Charitable or Sponsor Organization

## Charitable or Sponsor Organization

### Solicitation License Application

20. List of names of individuals or officers in charge of any solicitation activities. ⓘ

Attachment  
[Browse for Attachment](#)

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 30. Officers in charge text box

Click **Save and Continue**.

Enter a list **names, street addresses, and phone numbers** for officers with final responsibility.

Home > Charities > Charitable or Sponsor Organization

## Charitable or Sponsor Organization

### Solicitation License Application

21. List of names, street addresses, and phone numbers of individuals or officers who have final responsibility for custody and/or final distribution of contributions. ⓘ

Attachment  
[Browse for Attachment](#)

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 31. Text box for names, street addresses, and phone numbers

Click **Save and Continue**.



Enter the **name** for the individual who has custody of the applicant’s financial records.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

22. Name, street address, and phone number of individual who has custody of applicant's financial records (if applicant does not maintain an office in North Carolina). ⓘ

First

Middle

Last

Suffix

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 32. Name entry fields

Click **Save and Continue**.

### Charitable or Sponsor Organization

#### Solicitation License Application

Phone number

Street Address  
Street Name:(Required)

City

State  
NC - North Carolina ▼

Zip code

Country  
United States ▼

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 33. Street address entry fields

Enter the **street address** for the individual who has custody of the applicant’s financial records.

Click **Save and Continue**.

Attach your financial records by selecting the “**Browse for Attachment**” links.

Using these links, you can attach IRS Form 990 or 990-EZ, audited financial statement, NC Annual Financial Report Form, and a proposed budget for the current fiscal year (newly established applicants).

The screenshot shows a web interface for a 'Charitable or Sponsor Organization' application. At the top, there is a breadcrumb trail: 'Home > Charities > Charitable or Sponsor Organization'. Below this is the main heading 'Charitable or Sponsor Organization' and a sub-heading 'Solicitation License Application'. The main content area is light blue and contains a numbered list item '23. Financial information: Include with the application at least one of the following documents with financial information for the immediate preceding fiscal year. ②'. This list item has four sub-bullets, each with an 'Attachment' label and a 'Browse for Attachment' link. The sub-bullets are: 1. 'IRS Form 990 or 990-EZ (With dated signature of authorized official. May be split into smaller attachments.) ②', 2. 'Audited financial statement ②', 3. 'North Carolina Annual Financial Report Form ②', and 4. 'For newly established applicants with no financial history, a proposed budget for the current fiscal year including projected revenues and expenses must be submitted. ②'. At the bottom of the page, there are three blue buttons: 'Previous', 'Save and Continue', and 'DevNext'. The page number 'Page 19 of 36' is located in the bottom right corner.

Figure 34. Financial information attachment links

Click **Save and Continue**.

Using the dropdown, answer the question: “Does applicant intend to enter into, presently have a contract(s) with any person who qualifies as a fundraising consultant, solicitor, or coventurer?”

Using the dropdown, answer the question: “Did the applicant have a contract(s) with any person who qualifies as a fundraising consultant, solicitor, or coventurer within the last 12-month period?”

The screenshot shows a web application interface for a 'Charitable or Sponsor Organization' solicitation license application. The breadcrumb trail is 'Home > Charities > Charitable or Sponsor Organization'. The page title is 'Charitable or Sponsor Organization' and the subtitle is 'Solicitation License Application'. Question 24 asks: '24. Contract(s) information: Does applicant intend to enter into, presently have a contract(s) with any person who qualifies as a fundraising consultant, solicitor, or coventurer?(Required)'. Below the question is a dropdown menu. A second question asks: 'Did the applicant have a contract(s) with any person who qualifies as a fundraising consultant, solicitor, or coventurer within the last 12 month period?(Required)'. Below this question is another dropdown menu. At the bottom, there are three buttons: 'Previous', 'Save and Continue', and 'DevNext'. The page number 'Page 20 of 36' is in the bottom right corner.

Figure 35. Contract information dropdowns

Click **Save and Continue**.

Select the answer to the question about **consolidated application information**.

The screenshot shows the same web application interface as Figure 35, but for question 25. The breadcrumb trail and page title are the same. Question 25 asks: '25. Consolidated application information: Is applicant applying as a parent organization for one or more subordinate organization(s) (chapter, branch, member or affiliate) located in North Carolina?(Required)'. Below the question is a dropdown menu. At the bottom, there are three buttons: 'Previous', 'Save and Continue', and 'DevNext'. The page number 'Page 21 of 36' is in the bottom right corner.

Figure 36. Consolidated application information dropdown

If you select “Yes,” you will need to attach a list of the subordinate organizations. You can do this by selecting the “Browse for Attachment” link.

Home > Charities > Charitable or Sponsor Organization

## Charitable or Sponsor Organization

### Solicitation License Application

25. Consolidated application information: Is applicant applying as a parent organization for one or more subordinate organization(s) (chapter, branch, member or affiliate) located in North Carolina? (Required) ⓘ

Yes

- Attach a list of applicant’s subordinate organization(s), include for each subordinate: (1) organization’s full legal name, (2) for non-incorporated applicants, copy of stamped certificate of “doing business as” or “assumed name” filed with local Register of Deeds), (3) address for each North Carolina location, (4) contact person for each NC location, and (5) phone number for each NC location.
- Attach appropriate parent and subordinate organization(s) financial information in accordance with instructions in Question 23.

Attachment  
[Browse for Attachment](#)

**Previous** **Save and Continue** **DevNext**

Page 21 of 36

Figure 37. Attachment link for list of subordinate organizations

Click **Save and Continue**.

Select the answer for the following question: “Is the applicant a United Way, United Arts Fund, community chest, or other federation of independent charitable organizations which have voluntarily joined together for the purpose of raising and distributing contributions and where membership does not confer operating authority and control of the individual group organization upon the federated group organization?”

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

26. Federated Fundraising Organization information: Is applicant a United Way, United Arts Fund, community chest, or other federation of independent charitable organizations which have voluntarily joined together for the purpose of raising and distributing contributions and where membership does not confer operating authority and control of the individual group organization upon the federated group organization?(Required) ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 38. Federated Fundraising Organization dropdown

Click **Save and Continue**.

Select the answer to the following: “Does the applicant compensate (in any capacity) any officer, trustee, organizer, incorporator, fundraiser, or solicitor?”

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

27. Does applicant compensate (in any capacity) any officer, trustee, organizer, incorporator, fundraiser or solicitor?(Required) ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 39. Compensation dropdown

Click **Save and Continue**.

Using the dropdown, select the answer to: “Has the applicant or any of its officers, directors, trustees, or salaried executive personnel been enjoined from soliciting contributions in any jurisdiction?”

The screenshot shows a web page with a breadcrumb trail: Home > Charities > Charitable or Sponsor Organization. The main heading is "Charitable or Sponsor Organization" followed by "Solicitation License Application". The question text is: "28. Has applicant or any of its officers, directors, trustees, or salaried executive personnel been enjoined from soliciting contributions in any jurisdiction?(Required) ⓘ". Below the text is a dropdown menu. At the bottom of the form area are three buttons: "Previous", "Save and Continue", and "DevNext". The page number "Page 24 of 36" is in the bottom right corner.

Figure 40. Soliciting contributions dropdown

Click **Save and Continue**.

Using the dropdown, select the answer to: “Has the applicant or any of its officers, directors, trustees, or salaried executive personnel been found to have engaged in unlawful practices in the solicitation of contributions or the administration of charitable assets in any jurisdiction within the last five years?”

The screenshot shows a web page with a breadcrumb trail: Home > Charities > Charitable or Sponsor Organization. The main heading is "Charitable or Sponsor Organization" followed by "Solicitation License Application". The question text is: "29. Has applicant or any of its officers, directors, trustees, or salaried executive personnel been found to have engaged in unlawful practices in the solicitation of contributions or the administration of charitable assets in any jurisdiction within the last 5 years?(Required) ⓘ". Below the text is a dropdown menu. At the bottom of the form area are three buttons: "Previous", "Save and Continue", and "DevNext". The page number "Page 25 of 36" is in the bottom right corner.

Figure 41. Unlawful practices dropdown

Click **Save and Continue**.

Using the dropdown, select the answer to: “Has the applicant had its authority denied, suspended, or revoked by any governmental agency within the last five years?”

Home > Charities > Charitable or Sponsor Organization

## Charitable or Sponsor Organization

### Solicitation License Application

30. Has applicant had its authority denied, suspended, or revoked by any governmental agency within the last 5 years?(Required) ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 42. Revoked question dropdown

Click **Save and Continue**.

Using the dropdown, select the answer to: “Has the applicant entered into any assurance of voluntary compliance or similar agreement in any jurisdiction?”

Home > Charities > Charitable or Sponsor Organization

## Charitable or Sponsor Organization

### Solicitation License Application

31. Has applicant entered into any assurance of voluntary compliance or similar agreement in any jurisdiction?(Required) ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 43. Assurance of voluntary compliance dropdown

Click **Save and Continue**.

Enter the amount of contributions in the top entry field.

Home > Charities > Charitable or Sponsor Organization

## Charitable or Sponsor Organization

### Solicitation License Application

32. Amount of N.C.G.S. §131F-2(5) contributions received in immediate preceding fiscal year(Required)  
Enter Contributions

Calculated license fee amount ⓘ

Calculation of Late Fee: \$25.00 per month following expiration of last 60 or 90 day extension calculated on the fifteenth day of each month past the extension date. ⓘ

Electronic transaction fee. ⓘ

Total fee amount for this application ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 44. Contributions entry fields

Click **Save and Continue**.



Enter the organization's **contact name, title, email, and phone number.**

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

33. Organization contact Name

Title

Organization contact email:

Phone number

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 29 of 36

Figure 45. Organization contact entry fields

Click **Save and Continue.**

On the **Applicant Signature** page, attach the completed, signed, and notarized signature page via the **Browse for Attachment** link.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

Applicant Signature Page:

The completed, signed and notarized signature page must be uploaded now as part of online application process.

Attachment  
[Browse for Attachment](#)

A copy of the Notary Signature Form can be [found here](#)-->

- The completed Notary Signature Form must be uploaded as a PDF
- Submission of a blank notary page will result in automatic rejection of the application
- The Notary Seal must be legible on the uploaded form, otherwise your application will be rejected

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 30 of 36

Figure 46. Applicant signature page

Click **Save and Continue.**

Using the dropdown, select either “Yes” or “No” to the agreement.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

I understand that:

- This license application is incomplete until the fully completed, notarized signature page is received by CSL electronically as part of the application online filing.
- I am responsible for maintaining the paper original inked, signed and notarized signature page in my own records for three years as required by N.C.G.S. §131F-32.
- The records shall be made available to the Department for inspection and shall be furnished no later than 10 days after the request was made as required by N.C.G.S. §131F-32.
- The ten (10) days review period for CSL to approve or deny this license application per N.C.G.S. §131F-5 SHALL NOT BEGIN until the date on which CSL receives a completed application, including this fully completed notarized signature page.
- Applicable late fees are assessed based on the date a completed application, including this completed notarized document is received by CSL.

Select here Yes or No

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 31 of 36

Figure 47. Signature page

Click **Save and Continue**.

Enter the **contact name**.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

34. Filer contact information (optional) ⓘ

Name

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 32 of 36

Figure 48. Filer contact information entry field

Click **Save and Continue**.

Enter the **street address**.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

Street address

Street Name:(Required)

City

State

Zip code

Country

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 33 of 36

Figure 49. Street address entry fields

Click **Save and Continue**.

Enter the **filer's phone number** and **email address**.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation License Application

Phone number

Filer's email address

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 34 of 36

Figure 50. Phone and email entry fields

Click **Save and Continue**.

The **Preview Application and Attachments** page displays a dropdown field to select the document you would like to preview.

The preview window displays a PDF preview of the whole application with attachments. This document can be printed and saved by selecting the **print and save icons** in the top right corner of the preview window.

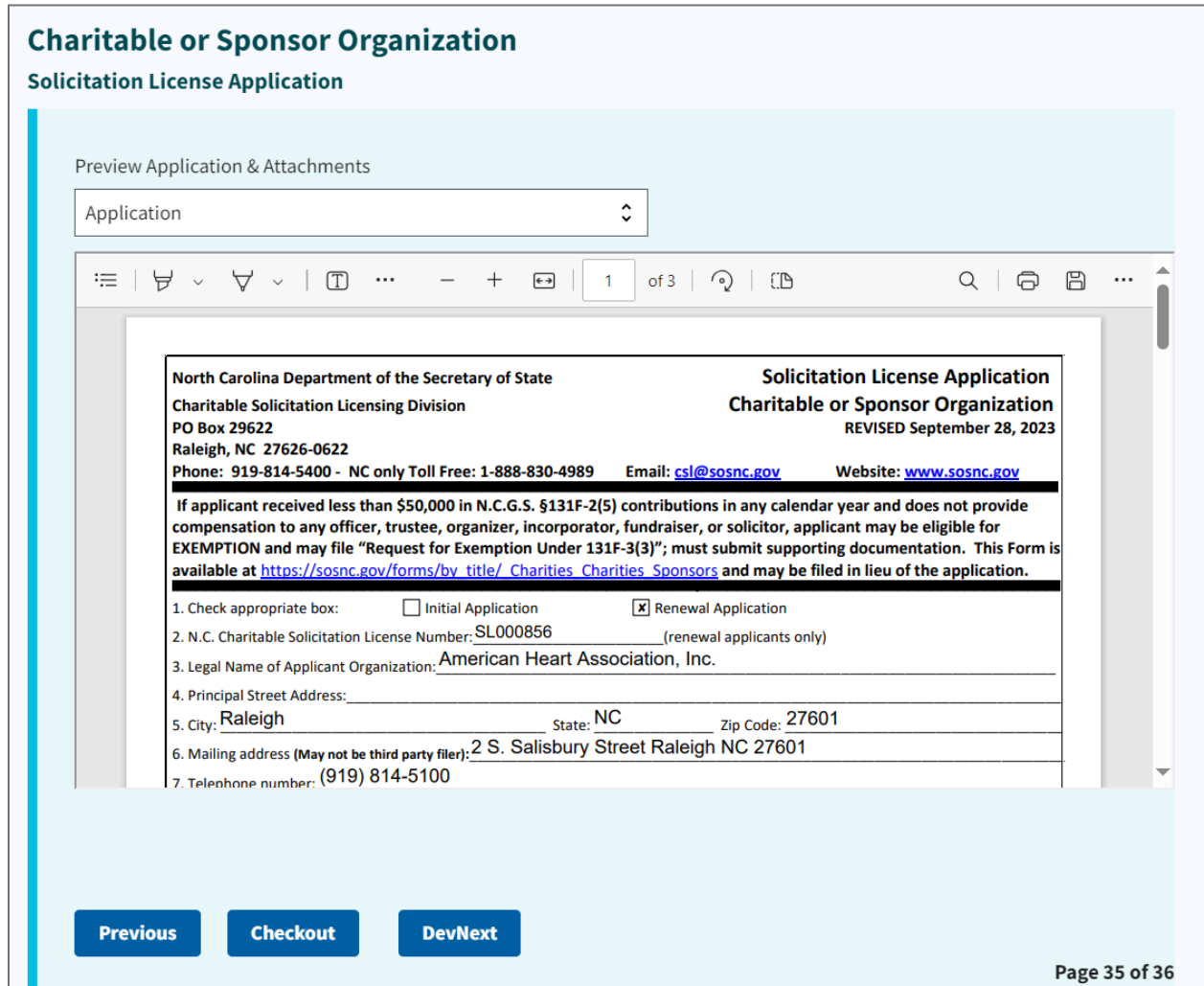


Figure 51. Application preview

Review each page of your application and attachments for accuracy.

Click **Checkout**.

The final step is selecting a payment type.

Select the **payment type** via the dropdown.

Home > Charities > American Heart Association, Inc.

## American Heart Association, Inc.

### Solicitation License Application

#### Fees & Payment

Calculated license fee amount ⓘ	\$0.00
Calculation of Late Fee: \$25.00 per month following expiration of last 60 or 90 day extension calculated on the fifteenth day of each month past the extension date. ⓘ	\$125.00
Electronic transaction fee. ⓘ	\$3.00
Total fee amount for this application ⓘ	\$125.00

#### Payment Details

Payment type

Page 36 of 36

Figure 52. Checkout screen

You can pay either by check (ACH) or credit card.

Once you select the payment type, you will be prompted to enter your payment information like most online financial transactions.

After the payment is accepted, you will receive an email confirmation and receipt.

## Renewal Request

Select **Renewal Request**.

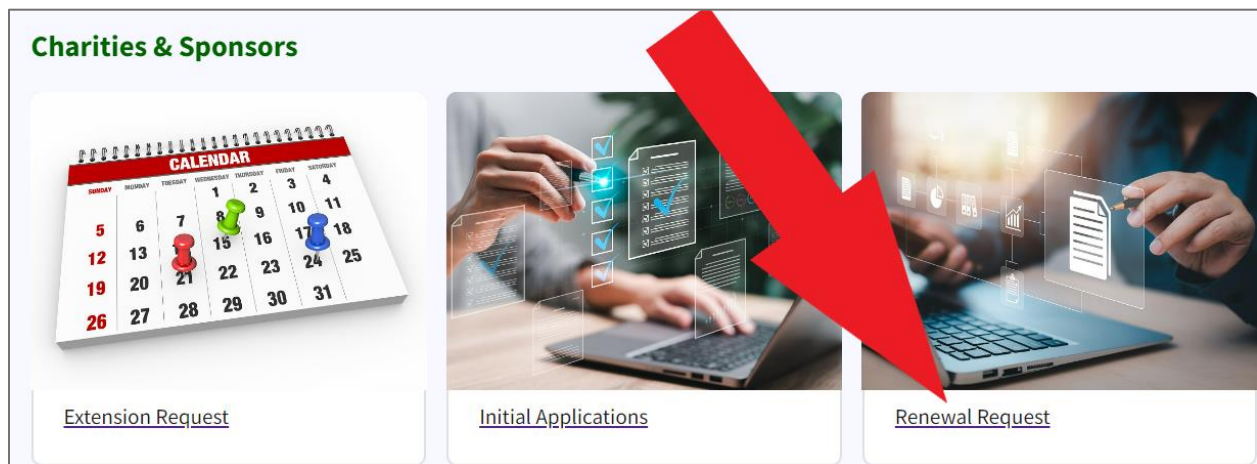


Figure 53. A red arrow points to the Renewal Request link

This link takes you to the **Search Charities** page.

The screenshot shows the "Search Charities" page. At the top, there is a breadcrumb trail: "Home > Charities > Search Charities". Below this is the heading "Search Charities". The main content area contains a search form with the following elements:

- A "Search Type" dropdown menu currently set to "Starting With".
- A text input field labeled "Organization name(Required)".
- A blue "Search" button.
- A link labeled "Search Our Registry Instructions".

Figure 54. Search Charities page

Enter your charitable **organization's name**.

Click **Search**.

The **Search Results** display the organization's name, license number, and status.

Home > Charities > Search > Search Results

## Search Results

**Records Found** 1

**Words** Starting with **Organization Name** American Heart **Search Time** 4/10/2024 08:58 AM

**Key** Organization Name (License Number)  
Status • Organization Type

[Search Again](#)

**American Heart Association, Inc. • (SL000856)** +  
Current Active – Filing Extension Granted • Charitable Organization

Figure 55. Search Results

Click the **plus (+) sign** at the end of the organization name's row.

This expands the tile, offering more information and options.

Home > Charities > Search > Search Results

## Search Results

**Records Found** 1

**Words** Starting with **Organization Name** American Heart **Search Time** 4/10/2024 08:58 AM

**Key** Organization Name (License Number)  
Status • Organization Type

[Search Again](#)

**American Heart Association, Inc. • (SL000856)** –  
Current Active – Filing Extension Granted • Charitable Organization

**CSL Legal** American Heart Association, Inc.  
**CSL Type** Charitable Organization  
**Status** Current Active – Filing Extension Granted  
**Expiration Date** 11/15/2023  
**License** SL000856  
[Document filings](#)  
[Upload an extension request](#)  
[File a renewal](#)  
[More information](#)

Figure 56. Expanded tile of linkable options

From here, you can check on document filings, upload an extension request, file a renewal, and get more information.

Select **Document Filings**.

This takes you to a listing of previous and current filings.

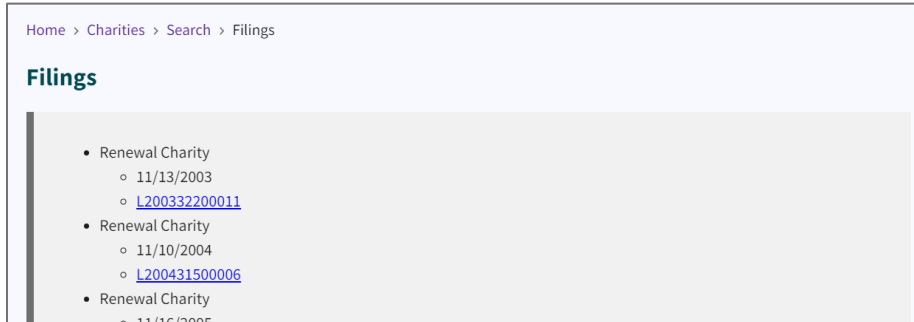


Figure 57. Document Filings page

If you select the **Upload an Extension Request** link, you are asked to upload an extension request.

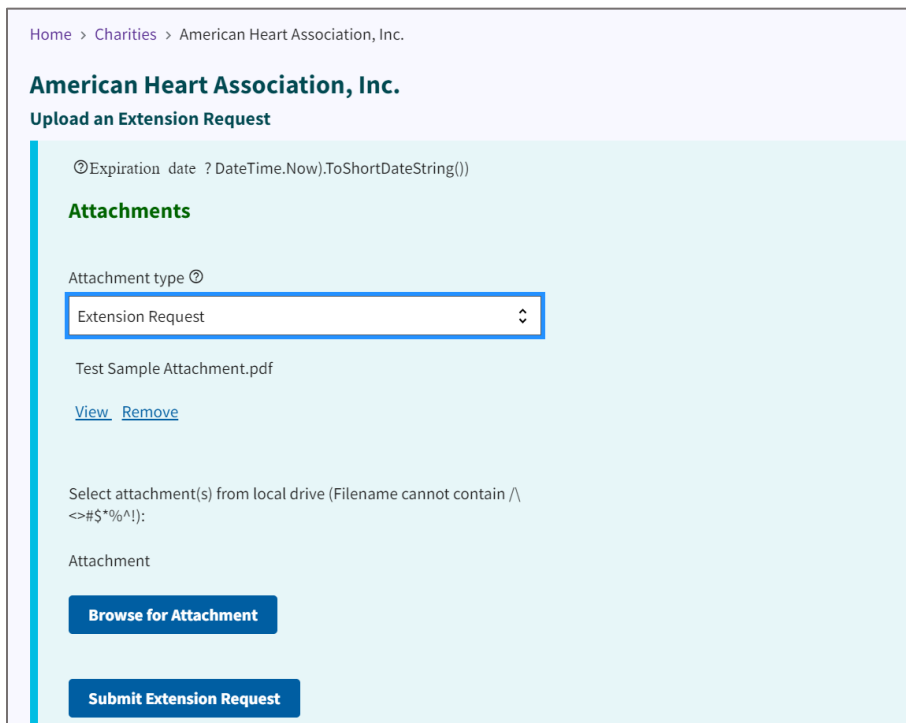


Figure 58. Upload an Extension Request page

Click **Browse for Attachment**.

Upload your extension request file.

Click **Submit Extension Request**.



A **Success** page confirms your submission uploaded successfully.



Figure 59. Success confirmation page

### Select **My Submissions**.

This link takes you to the My Submissions page where you can search for your new and previous submissions.

Select the date range or simply click **Last 2 Days** or **Last 7 Days** for the most recent submissions.

This is a good way to further confirm that your new submission was successful.

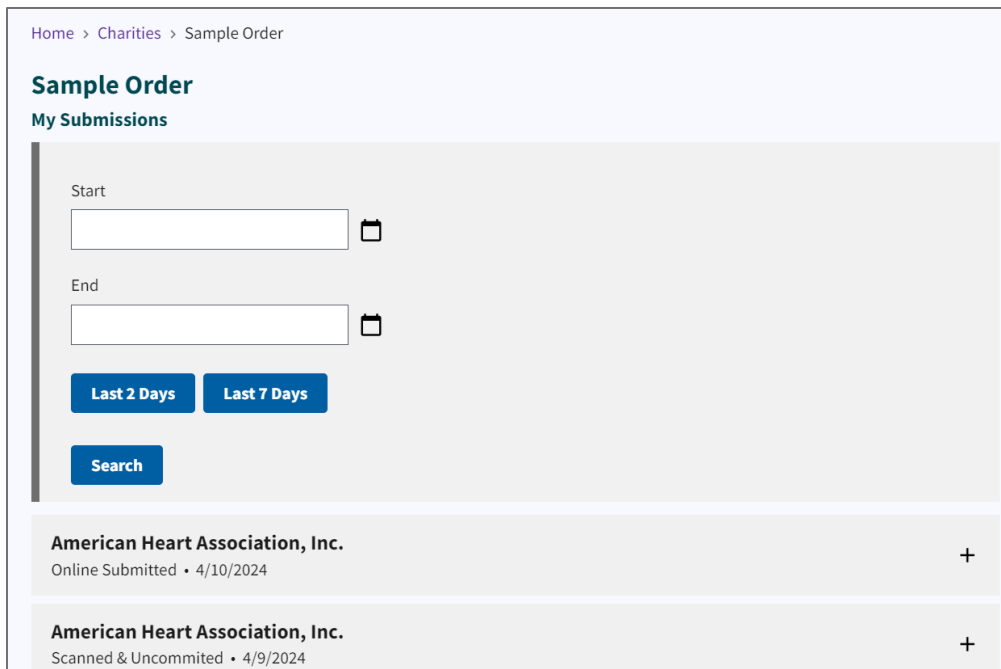


Figure 60. My Submissions page

Click **Last 7 Days** (for this example).

After clicking the **Last 7 Days** button, you are taken to the submissions within the last seven days. See **Figure 61**.

The screenshot shows a web interface for 'Sample Order' under 'My Submissions'. It features a search filter section with 'Start' and 'End' date pickers set to 4/3/2024 and 4/10/2024 respectively. Below these are buttons for 'Last 2 Days', 'Last 7 Days', and 'Search'. The search results are displayed in a table with two entries for 'American Heart Association, Inc.', one marked as 'Online Submitted' and the other as 'Scanned & Uncommitted'. The 'Last 7 Days' button and the search results table are highlighted with a blue border.

Charity Name	Status	Date	Action
American Heart Association, Inc.	Online Submitted	4/10/2024	+
American Heart Association, Inc.	Scanned & Uncommitted	4/9/2024	+

Figure 61. Search results

## Initial Exemption Request

Select **Initial Exemption Request**.

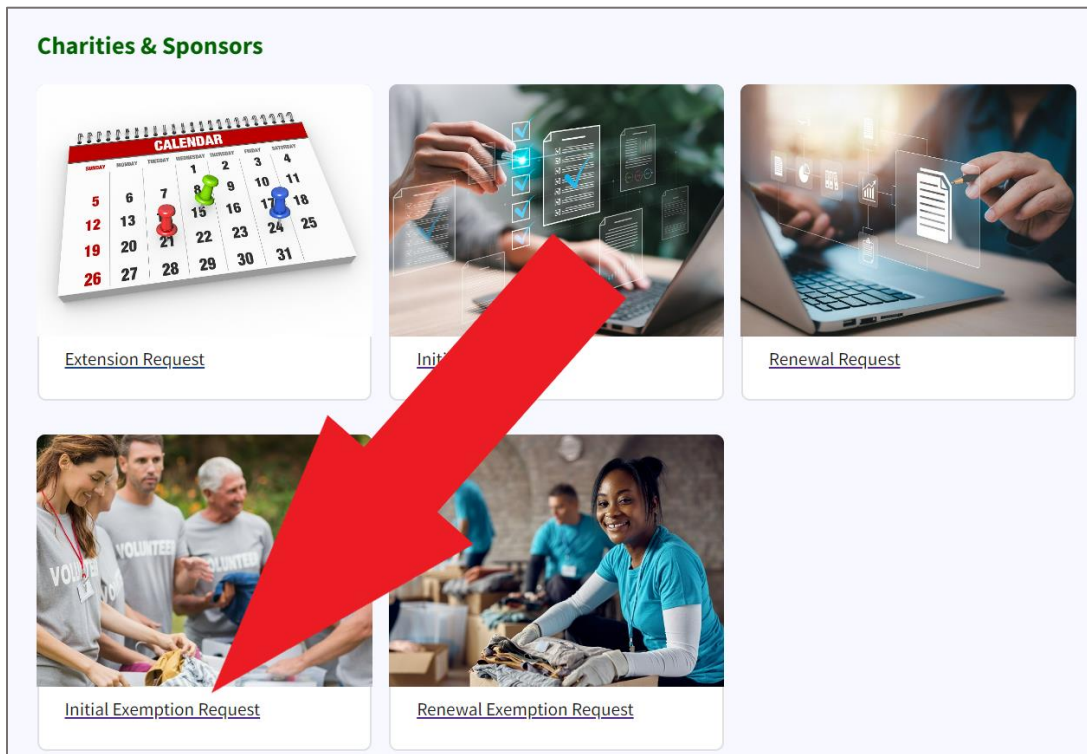


Figure 62. A red arrow points to the Initial Exemption Request link

This link takes you to the Organization’s Legal Name page. This is the first of twelve steps of the process. You can see the number of your current page in the bottom right corner.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation Exemption Request

1. Charitable/Sponsor organization’s legal name(Required) ⓘ

[Save and Continue](#) [DevNext](#)

Page 1 of 12

Figure 63. Organization’s legal name entry field

Click **Save and Continue**.

Enter the **mailing address**.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

Solicitation Exemption Request

2. Charitable/Sponsor organization's principal mailing address ⓘ

Street Name:(Required)

City

State

Zip code

Country

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 2 of 12

Figure 64. Mailing address entry fields

Click **Save and Continue**.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

Solicitation Exemption Request

3. Charitable/Sponsor organization's principal phone(Required) ⓘ

4. Charitable/Sponsor organization's email address ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 65. Phone and email entry fields

Click **Save and Continue**.

Enter the **name** under which you intend to solicit contributions (if different from the legal name.)

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation Exemption Request

5. Name(s) under which you intend to solicit contributions (if different from legal name): ⓘ

Attachment  
[Browse for Attachment](#)

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 4 of 12

Figure 66. Solicitation name entry field

Click **Save and Continue**.

Enter the **purpose** in the text box.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation Exemption Request

6. Purpose for which applying entity was established: (Limit to 2 lines or add an attachment) ⓘ

Attachment  
[Browse for Attachment](#)

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 5 of 12

Figure 67. Purpose text box

Click **Save and Continue**.

Using the dropdowns, select the **applicant's fiscal year end date**.

Home > Charities > Charitable or Sponsor Organization

## Charitable or Sponsor Organization

### Solicitation Exemption Request

7. Applicant's fiscal year end date: (m/d)(Required) ⓘ

January

1

Previous Save and Continue DevNext

Page 6 of 12

Figure 68. Applicant's fiscal year end date entry fields

Click **Save and Continue**.

If the entity compensates an officer, trustee/board member, organizer, incorporator, or salaried employee, indicate so by using the dropdowns. See **Figure 69**.

Home > Charities > Charitable or Sponsor Organization

## Charitable or Sponsor Organization

### Solicitation Exemption Request

8. Does applying entity compensate (in any capacity):

8a. An officer?(Required) ⓘ

8b. A trustee/board member?(Required) ⓘ

8c. An organizer or incorporator?(Required) ⓘ

8d. A salaried employee that occupies a seat on the board?  
(Required) ⓘ

Previous Save and Continue DevNext

Page 7 of 12

Figure 69. Compensation in any capacity dropdowns

Click **Save and Continue**.

Using the dropdown, select the answer to: “Does the applying entity **currently contract for compensation** or plan to **contract for compensation** during the current registration year with a Fund-Raising Consultant or Solicitor?”

Home > Charities > Charitable or Sponsor Organization

## Charitable or Sponsor Organization

### Solicitation Exemption Request

9. Does applying entity currently contract for compensation or plan to contract for compensation during the current registration year with a Fund-Raising Consultant or Solicitor?(Required) ⓘ

Previous Save and Continue DevNext

Page 8 of 12

Figure 70. Contract compensation dropdown

Click **Save and Continue**.

Using the dropdown, select the answer to the question: “Does the applying entity have any **financial history**?”

Home > Charities > Charitable or Sponsor Organization

## Charitable or Sponsor Organization

### Solicitation Exemption Request

10a. Does applying entity have any financial history?(Required) ⓘ

Previous Save and Continue DevNext

Page 9 of 12

Figure 71. Financial history dropdown

Click **Save and Continue**.

If you select “No,” you will be prompted to upload your proposed budget for the current fiscal year, including projected revenues and expenses.

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation Exemption Request

10a. Does applying entity have any financial history?(Required) ⓘ

No

- For newly established applicants with no financial history, a proposed budget for the current fiscal year including projected revenues and expenses must be submitted. ⓘ

[View Attachment: Test Sample Attachment.pdf](#) [Remove Attachment](#)

Attachment  
[Browse for Attachment](#)

**Previous** **Save and Continue** **DevNext**

Page 9 of 12

Figure 72. “No” selected for example

Click **Save and Continue**.

Using the dropdown, select an answer to the question: “Has the applying entity received a Federal Tax Exemption Determination Letter?”

Home > Charities > Charitable or Sponsor Organization

### Charitable or Sponsor Organization

#### Solicitation Exemption Request

11. Has applying entity received a Federal Tax Exemption Determination Letter?(Required) ⓘ

**Previous** **Save and Continue** **DevNext**

Page 10 of 12

Figure 73. Federal Tax Exemption Determination Letter dropdown

Click **Save and Continue**.



If you select “Yes,” you are prompted to attach a copy of the Federal Tax Exemption Determination Letter.

**Note:** This is not required; however, if not received, the organization will be listed as a “Non-Tax Exempt Entity.”

The screenshot shows a web form titled "Charitable or Sponsor Organization" with a sub-section "Solicitation Exemption Request". Question 11 asks, "Has applying entity received a Federal Tax Exemption Determination Letter?(Required)". A dropdown menu is open, showing "Yes" selected. Below the question, there is a note: "Attach a copy of the Federal Tax Exemption Determination Letter. (This is not required; however, if not received the organization will be listed as a 'Non-Tax Exempt Entity' as as described in Section .0305(d), Chapter 11 of Title 18 of the North Carolina Administrative Code)". There is an "Attachment" section with a link "Browse for Attachment". At the bottom, there are three buttons: "Previous", "Save and Continue", and "DevNext". The page number "Page 10 of 12" is in the bottom right corner.

Figure 74. "Yes" example

Click **Save and Continue**.

Using the dropdown, select the answer to the question: “Has the applying entity received a Federal Tax Exemption Determination Letter?”

The screenshot shows the same web form as Figure 74, but the dropdown menu for question 11 is now set to "No". The rest of the form, including the note, attachment section, and buttons, remains the same. The page number "Page 10 of 12" is in the bottom right corner.

Figure 75. Federal Tax Exemption Determination Letter dropdown

Click **Save and Continue**.

Enter the **officer's name and title**.

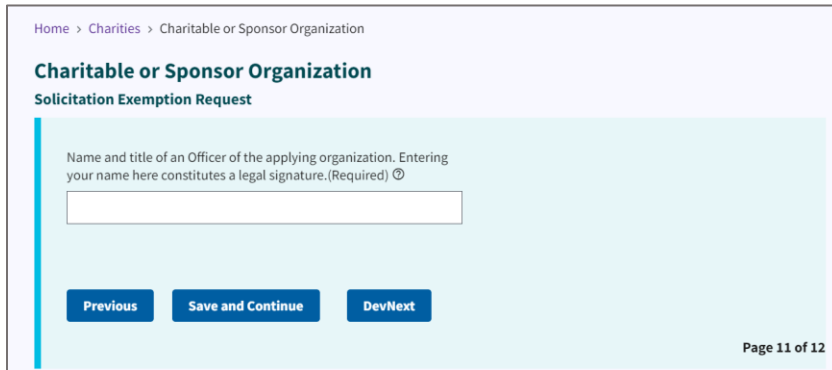


Figure 76. Officer name and title entry field

Click **Save and Continue**.

The Preview Application and Attachments page displays a preview of the completed Exemption Request Form which is printable and downloadable. The print and save icons are in the top right-hand corner of the preview window.

You can select different sections of the document and attachments via the dropdown menu above the preview window.

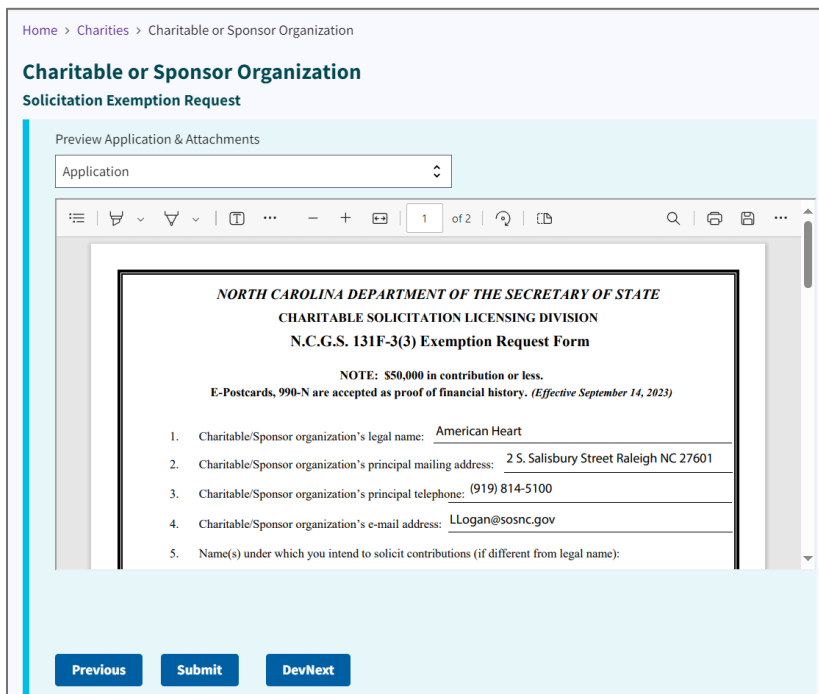


Figure 77. Preview window

Check the Exemption Request Form preview for accuracy.

Click **Submit**.

The “Thank You” page confirms the submission of your Solicitation Exemption Request form and provides steps for what to do afterward.

Home > Charities > Charitable or Sponsor Organization

## Charitable or Sponsor Organization

### Solicitation Exemption Request

Thank you for submitting your request for an exemption under N.C.G.S. §131F-3(3).

What Happens Next?

1. Your exemption request will be reviewed within 10 working days.
2. If your submission is incomplete, you will be given an opportunity to submit missing information within 30 days. If you fail to provide the missing information within the time allowed, your exemption request will be denied.
3. If your submission is complete and meets legal requirements for granting an exemption, you will receive an exemption letter giving the basis of your exemption and its expiration date, if any.
4. If your organization does not qualify for an exemption under N.C.G.S. §131F-3(3), your exemption request will be denied and you will need to submit a license application. Note: You may file license applications online.

Thank you for submitting your filing. [Download a copy](#)

Figure 78. Submission confirmation page

This page gives you information about what will happen next.

1. Your exemption request will be received within 10 working days.
2. If your submission is incomplete, you will be given an opportunity to submit missing information within 30 days. If you fail to provide the missing information within the time allowed, your exemption request will be denied.
3. If your submission is complete and meets legal requirements for granting an exemption, you will receive an exemption letter giving the basis of your exemption and its expiration date, if any.
4. If your organization does not qualify for an exemption under N.C.G.S. §131F-3(3), your exemption request will be denied and you will need to submit a license application.

**Note:** You may file license applications online.

You can download a copy of the filing by selecting the “**Download a Copy**” link. See **Figure 79**.

**NORTH CAROLINA DEPARTMENT OF THE SECRETARY OF STATE**  
**CHARITABLE SOLICITATION LICENSING DIVISION**  
**N.C.G.S. 131F-3(3) Exemption Request Form**

**NOTE: \$50,000 in contribution or less.**

**E-Postcards, 990-N are accepted as proof of financial history. (Effective September 14, 2023)**

1. Charitable/Sponsor organization's legal name: American Heart
2. Charitable/Sponsor organization's principal mailing address: 2 S. Salisbury Street Raleigh NC 27601
3. Charitable/Sponsor organization's principal telephone: (919) 814-5100
4. Charitable/Sponsor organization's e-mail address: LLogan@sosnc.gov
5. Name(s) under which you intend to solicit contributions (if different from legal name):  
NC Chapter of American Heart
6. Purpose for which applying entity was established: Heart disease research
7. Charitable/Sponsor organization's fiscal year end month: 1/1
8. Does applying entity compensate (in any capacity):
  - 8a. An Officer? \_\_\_\_\_ YES  NO
  - 8b. A Trustee/Board Member? \_\_\_\_\_ YES  NO
  - 8c. An Organizer or Incorporator? \_\_\_\_\_ YES  NO

Figure 79. PDF copy of the exemption form

## Renewal Exemption Request

Select **Renewal Exemption Request**.



Figure 80. A red arrow points to the Renewal Exemption Request link

This link takes you to the **Search Charities** page.

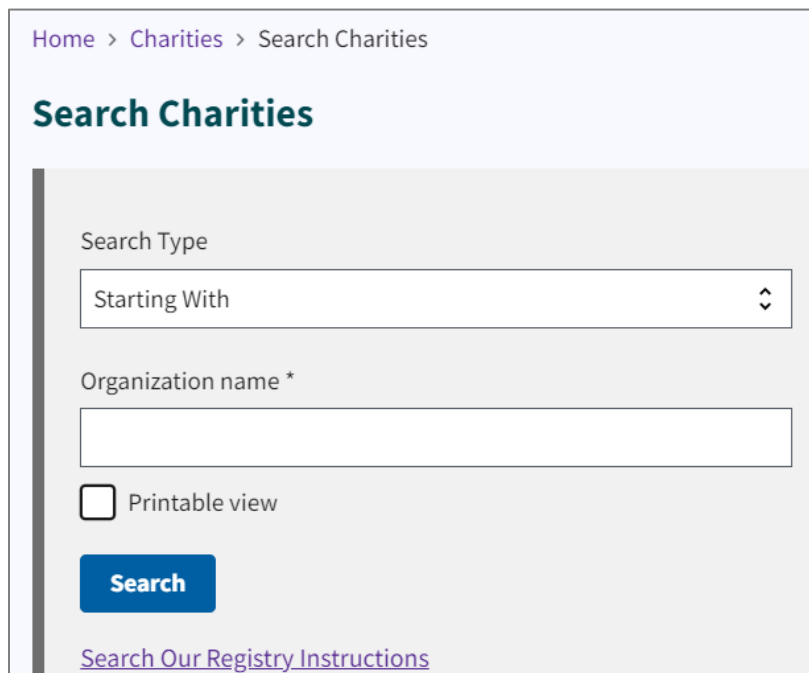
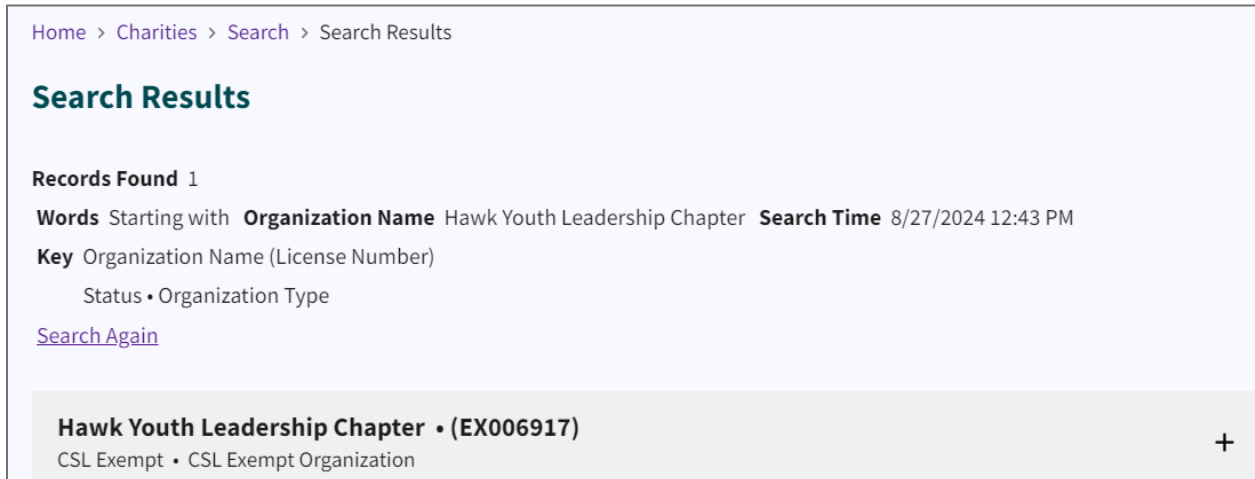


Figure 81. Search Charities page

Enter the **Organization Name**.

Click **Search**.

The **Search Results** display the organization names that match your search criteria.



Home > Charities > Search > Search Results

## Search Results

**Records Found** 1

**Words** Starting with **Organization Name** Hawk Youth Leadership Chapter **Search Time** 8/27/2024 12:43 PM

**Key** Organization Name (License Number)  
Status • Organization Type

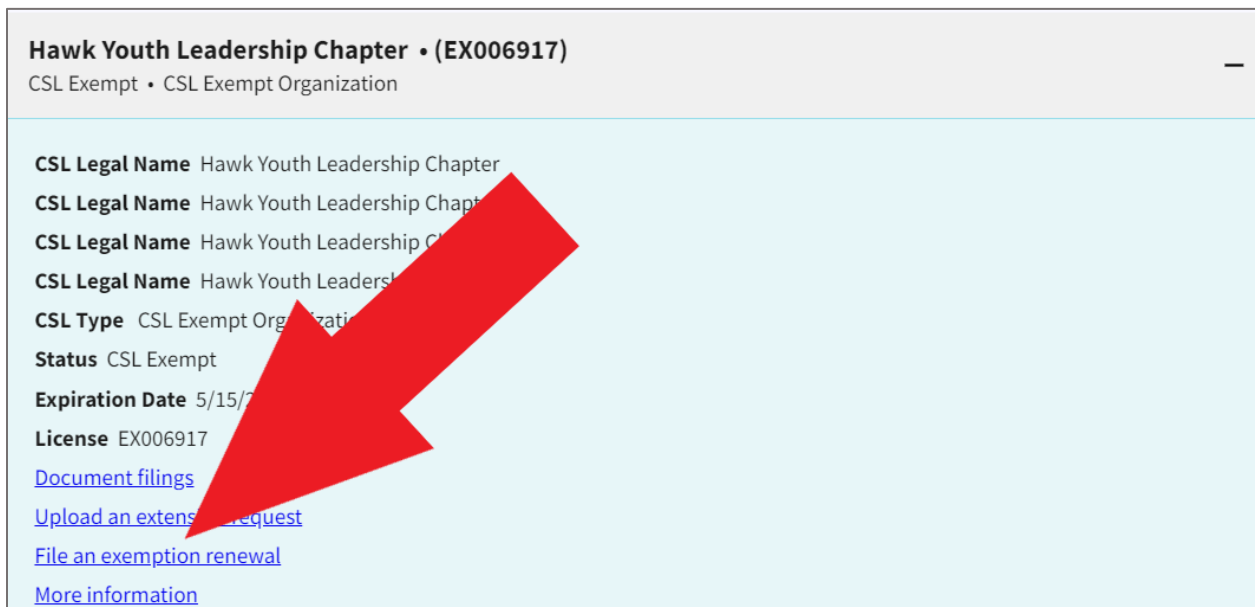
[Search Again](#)

**Hawk Youth Leadership Chapter • (EX006917)** +  
CSL Exempt • CSL Exempt Organization

Figure 82. Search Results

Click on the **plus (+) sign** beside your organization name.

A tile expands to display more information and options.



**Hawk Youth Leadership Chapter • (EX006917)** -  
CSL Exempt • CSL Exempt Organization

**CSL Legal Name** Hawk Youth Leadership Chapter  
**CSL Legal Name** Hawk Youth Leadership Chapter  
**CSL Legal Name** Hawk Youth Leadership Chapter  
**CSL Legal Name** Hawk Youth Leadership Chapter  
**CSL Type** CSL Exempt Organization  
**Status** CSL Exempt  
**Expiration Date** 5/15/2025  
**License** EX006917

[Document filings](#)  
[Upload an extension request](#)  
[File an exemption renewal](#)  
[More information](#)

Figure 83. Expanded tile of link options

Select **File an Exemption Renewal**.

If you haven't already logged into your NC SOS website account, you will be prompted to do so.

This takes you to the first of twelve screens for the online renewal exemption request process.

Enter the charitable **organization's legal name**.

Home > Charities > Hawk Youth Leadership Chapter

### Hawk Youth Leadership Chapter

#### Solicitation Exemption Request

1. Charitable/Sponsor organization's legal name \*

**Save and Continue** **DevNext**

Page 1 of 12

Figure 84. First step of twelve for filing a renewal exemption request

Click **Save and Continue**.

Enter the charitable organization's **principal mailing address**.

Home > Charities > Hawk Youth Leadership Chapter

### Hawk Youth Leadership Chapter

#### Solicitation Exemption Request

2. Charitable/Sponsor organization's principal mailing address \*

Street Name: \*

City

State

Zip code

Country

**Previous** **Save and Continue** **DevNext**

Page 1 of 12

Figure 85. Actions page

Click **Save and Continue**.

Enter the **principal phone number**.

Enter the **organization's email address**.

Home > Charities > Hawk Youth Leadership Chapter

### Hawk Youth Leadership Chapter

#### Solicitation Exemption Request

3. Charitable/Sponsor organization's principal phone \* ⓘ

4. Charitable/Sponsor organization's email address ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 1 of 12

Figure 86. Online Filing Forms page

Click **Save and Continue**.

Enter the **name(s) under which you intend to solicit** contributions (if different from the legal name).

Home > Charities > Hawk Youth Leadership Chapter

### Hawk Youth Leadership Chapter

#### Solicitation Exemption Request

5. Name(s) under which you intend to solicit contributions (if different from legal name): ⓘ

Attachment  
[Browse for Attachment](#)

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 4 of 12

Figure 87. Solicitation name entry field

Click **Save and Continue**.



Enter the **purpose** for which the applying entity was established.

Home > Charities > Hawk Youth Leadership Chapter

## Hawk Youth Leadership Chapter

### Solicitation Exemption Request

6. Purpose for which applying entity was established: (Limit to 2 lines or add an attachment) ⓘ

Attachment  
[Browse for Attachment](#)

**Previous** **Save and Continue** **DevNext**

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Figure 88. Purpose for entity entry field

Click **Save and Continue**.

Home > Charities > Hawk Youth Leadership Chapter

## Hawk Youth Leadership Chapter

### Solicitation Exemption Request

7. Applicant's fiscal year end date: (m/d) \* ⓘ

January

1

**Previous** **Save and Continue** **DevNext**

Page 6 of 12

Figure 89. Applicant's fiscal year end date entry field

Click **Save and Continue**.

Use the dropdowns to answer the entity **compensation** questions.

Does the applying entity compensate (in any capacity)...

- An officer?
- A trustee/board member?
- An organizer or incorporator?
- A salaried employee that occupies a seat on the board?

Home > Charities > Hawk Youth Leadership Chapter

## Hawk Youth Leadership Chapter

### Solicitation Exemption Request

8. Does applying entity compensate (in any capacity):

8a. An officer? \* ⓘ

8b. A trustee/board member? \* ⓘ

8c. An organizer or incorporator? \* ⓘ

8d. A salaried employee that occupies a seat on the board? \* ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 90. Compensation entry fields

Click **Save and Continue**.

Using the dropdown, answer the following question:

“Does the applying entity currently contract for compensation or plan to contract for compensation during the current registration year with a Fundraising Consultant or Solicitor?”

Home > Charities > Hawk Youth Leadership Chapter

### Hawk Youth Leadership Chapter

#### Solicitation Exemption Request

9. Does applying entity currently contract for compensation or plan to contract for compensation during the current registration year with a Fund-Raising Consultant or Solicitor? \* ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 8 of 12

Figure 91. Dropdown for current registration year compensation information

Click **Save and Continue**.

Use the dropdown to answer: “Does the applying entity have any financial history?”

Home > Charities > Hawk Youth Leadership Chapter

### Hawk Youth Leadership Chapter

#### Solicitation Exemption Request

10a. Does applying entity have any financial history? \* ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 9 of 12

Figure 92. Financial history dropdown

Click **Save and Continue**.

Attach financial forms by selecting the “Browse for Attachment” links.

Home > Charities > Hawk Youth Leadership Chapter

### Hawk Youth Leadership Chapter

#### Solicitation Exemption Request

10a. Does applying entity have any financial history? \* ⓘ

Yes

10b. Has the applying entity received \$25,000 or more in charitable contributions (as defined in N. C. Gen. Stat. § 131F-2(5)) in the immediate preceding fiscal year? ⓘ

10c. Submit one of the below financial forms. Budgets and 990-Ns (post cards) are not proof of financial history.

- IRS Form 990 or 990-EZ (with dated signature of authorized official) ⓘ

Attachment  
[Browse for Attachment](#)

- A copy of the message confirming its submission of the Internal Revenue Service Form 990-N. ⓘ

Attachment  
[Browse for Attachment](#)

- Audited financial statement ⓘ

Figure 93. Financial history attachment links

Click **Save and Continue**.

Use the dropdown to answer: “Has the applying entity received a Federal Tax Exemption Determination Letter?”

Home > Charities > Hawk Youth Leadership Chapter

### Hawk Youth Leadership Chapter

#### Solicitation Exemption Request

11. Has applying entity received a Federal Tax Exemption Determination Letter? \* ⓘ

Previous Save and Continue DevNext

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Figure 94. Federal Tax Exemption Determination Letter dropdown

Click **Save and Continue**.

Enter the **name and title of the officer** of the applying organization.

Home > Charities > Hawk Youth Leadership Chapter

## Hawk Youth Leadership Chapter

### Solicitation Exemption Request

Name and title of an Officer of the applying organization. Entering your name here constitutes a legal signature. \* ⓘ

**Previous** **Save and Continue** **DevNext**

Page 11 of 12

Figure 95. Officer name entry field

Review each page of your application and attachments for accuracy.

Home > Charities > Hawk Youth Leadership Chapter

## Hawk Youth Leadership Chapter

### Solicitation Exemption Request

Preview Application & Attachments

Application

1 of 2

**NORTH CAROLINA DEPARTMENT OF THE SECRETARY OF STATE**  
**CHARITABLE SOLICITATION LICENSING DIVISION**  
**N.C.G.S. 131F-3(3) Exemption Request Form**

**NOTE: \$50,000 in contribution or less.**  
**E-Postcards, 990-N are accepted as proof of financial history. (Effective September 14, 2023)**

- Charitable/Sponsor organization's legal name: Hawk Youth Leadership Chapter
- Charitable/Sponsor organization's principal mailing address: 555 Fayetteville St. Ste. 201 Raleigh NC 27601-3034
- Charitable/Sponsor organization's principal telephone: (919) 631-2190
- Charitable/Sponsor organization's e-mail address: hawkylc@outlook.com
- Name(s) under which you intend to solicit contributions (if different from legal name):

**Previous** **Submit** **DevNext**

Page 12 of 12

Figure 96. Preview application window

Click **Submit**.

## Hawk Youth Leadership Chapter

### Solicitation Exemption Request

Thank you for submitting your request for an exemption under N.C.G.S. §131F-3(3).

What Happens Next?

1. Your exemption request will be reviewed within 10 working days.
2. If your submission is incomplete, you will be given an opportunity to submit missing information within 30 days. If you fail to provide the missing information within the time allowed, your exemption request will be denied.
3. If your submission is complete and meets legal requirements for granting an exemption, you will receive an exemption letter giving the basis of your exemption and its expiration date, if any.
4. If your organization does not qualify for an exemption under N.C.G.S. §131F-3(3), your exemption request will be denied and you will need to submit a license application. Note: You may file license applications online.

Thank you for submitting your filing. [Download a copy](#)

Figure 97. Confirmation screen

## Professional Fundraisers

The **Professional Fundraisers** section of the Online Filing page has two hyperlinks: **Fundraising Application** and **Solicitor Application**.

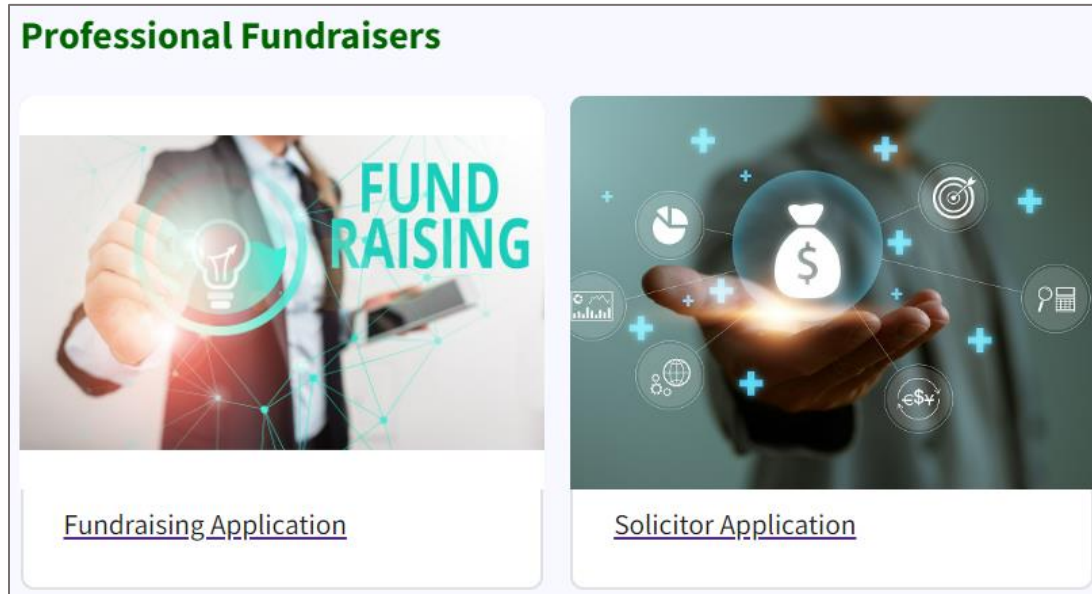


Figure 98. Professional Fundraisers section of the Online Filing page

## Fundraising Application

Select **Fundraising Application**.

This link takes you to the **Charities Check** page.

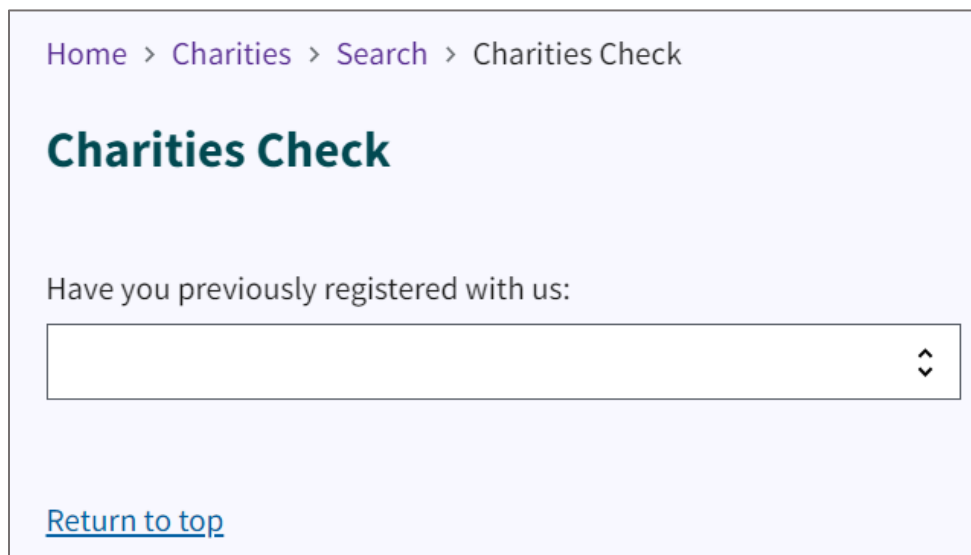


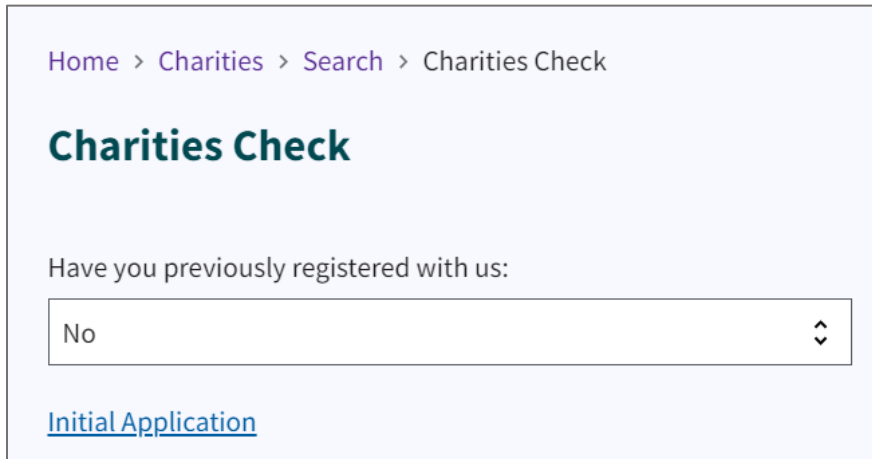
Figure 99. Charities Check page

Using the dropdown, select an answer to: “Have you previously registered with us?”

For this example, we select “No.”

**Note:** Notice the “Initial Application” link below the “No” dropdown. If you select “Yes”, the link below the dropdown will be “Renewal Request.”

Select the **Initial Application** link.



Home > Charities > Search > Charities Check

## Charities Check

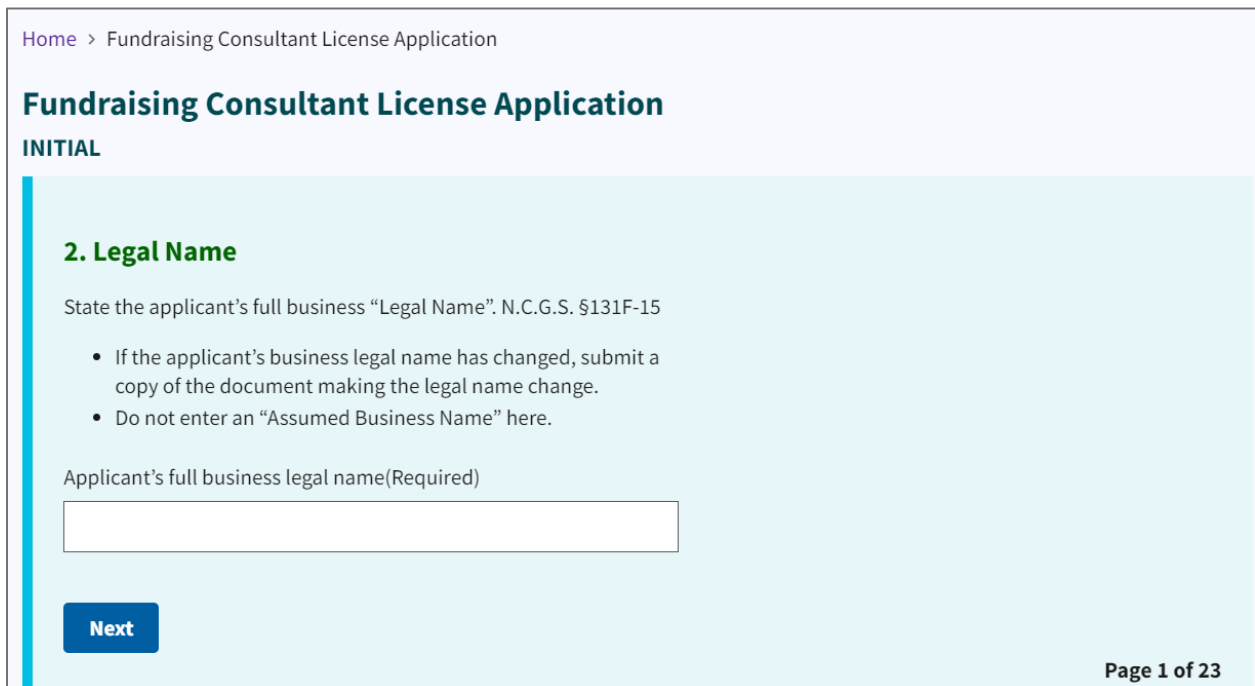
Have you previously registered with us:

No

[Initial Application](#)

Figure 100. Initial Application link

Enter the **applicant’s full legal name**.



Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

### INITIAL

#### 2. Legal Name

State the applicant’s full business “Legal Name”. N.C.G.S. §131F-15

- If the applicant’s business legal name has changed, submit a copy of the document making the legal name change.
- Do not enter an “Assumed Business Name” here.

Applicant’s full business legal name(Required)

[Next](#)

Page 1 of 23

Figure 101. Legal name entry field

Click **Next**.

Enter the **applicant’s principal phone number**.



Make sure to include the area code.

Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

INITIAL

### 3. Contact Information

State the applicant's principal telephone number. N.C.G.S. §131F-15(b)(1).

Applicant's principal telephone number(Required)

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Figure 102. Applicant's principal phone number entry field

Enter the **applicant's principal street address**.

This is the address used for delivery of certified mail. Post office box addresses are not acceptable. Also, do not use a third party filer's address.

Fundraising Consultant License Application

INITIAL

### 4. Applicant's principal street address

State the applicant's principal "Street" address with sufficient detail to enable delivery of certified mail. N.C.G.S. §131F-15(b)(1)

A Post Office Box address is not acceptable

Street address(Required)

City(Required)

State(Required)

NC - North Carolina

Zip code(Required)

Country(Required)

United States

This address is also the Registered Mailing Address

[Previous](#) [Next](#)

Page 3 of 25

Figure 103. Street address entry fields

Click **Next**.

Enter the **applicant's mailing address**.

Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

INITIAL

### 5. Applicant's mailing address

State the applicant's preferred mailing address including full address, city, state, and zip code with sufficient detail to enable delivery of certified mail

Street address(Required)

City(Required)

State(Required)

NC - North Carolina ▼

Zip code(Required)

Country(Required)

United States ▼

[Previous](#) [Next](#)

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Figure 104. Applicant's mailing address

Click **Next**.

Enter the **applicant's website address**.

The screenshot shows a web application interface for a 'Fundraising Consultant License Application'. At the top, there is a breadcrumb trail: 'Home > Fundraising Consultant License Application'. Below this is the main title 'Fundraising Consultant License Application' and the word 'INITIAL'. The current step is '6. Website', highlighted in green. The instruction reads: 'List the applicant's complete Website address(Required)'. There is a single-line text input field below the instruction. At the bottom of the form area, there are two blue buttons: 'Previous' and 'Next'. In the bottom right corner of the page, it says 'Page 5 of 25'.

Figure 105. Applicant's website address entry field

Enter the **applicant's contact email address**.

The screenshot shows the next page of the 'Fundraising Consultant License Application'. The breadcrumb trail is 'Home > Fundraising Consultant License Application'. The main title is 'Fundraising Consultant License Application' and the word 'INITIAL'. The current step is '7. Applicant's contact email', highlighted in green. The instruction reads: 'List the email address of a Contact Person for the applicant. (Required)'. There is a single-line text input field below the instruction. At the bottom of the form area, there are two blue buttons: 'Previous' and 'Next'. In the bottom right corner of the page, it says 'Page 6 of 25'.

Figure 106. Applicant's contact email entry field

Click **Next**.

Check the appropriate box for applicant's legal form of business per N.C.G.S. §131F-16(b)(2): sole proprietor/individual, corporation, general partnership, limited liability corporation, limited liability partnership, or other. See **Figure 107**.

Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

INITIAL

### 8. Business information

Check the appropriate box for applicant's legal form of business for the applicant. N.C.G.S. §131F-15(b)(2)

- Sole Proprietor / Individual
- Corporation
- General Partnership
- Limited Liability Corporation
- Limited Liability Partnership
- Other

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Figure 107. Applicant's legal form of business radio buttons

Click **Next**.

Using the dropdown, select the **applicant's state of establishment**.

Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

INITIAL

### 9. State of establishment

Provide the name of the state where applicant's business was established.

Select the State where applicant's business was established.  
N.C.G.S. §131F-15(b)(2)

NC - North Carolina

[Previous](#) [Next](#)

Page 8 of 25

Figure 108. State of establishment dropdown

Click **Next**.

Enter the **applicant's date of establishment**.

You can either type in the date or select the calendar icon to the right of the entry field.

Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

INITIAL

### 10. Date of Establishment

Provide the month, day, and year on which the applicant's business was established unless entity is a sole proprietor/individual, per N.C.G.S. §131F-15(b)(3).

Month Day Year

05 - May 21 2024

Previous Next

Page 9 of 25

Figure 109. Applicant's date of establishment dropdown

Click **Next**.

Select the radio button indicating where your organization is incorporated.

Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

INITIAL

### 11. Verification of Applicant's Current Legal Existence

Where is the organization incorporated?

North Carolina

Outside of North Carolina

Not incorporated in any state

Previous Next

Page 10 of 25

Figure 110. Radio buttons for location of incorporation

For this example, we selected **North Carolina**.

Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

INITIAL

### 11. Verification of Applicant's Current Legal Existence

Where is the organization incorporated?

North Carolina

Outside of North Carolina

Not incorporated in any state

[Previous](#) [Next](#)

Page 10 of 25

Figure 111. Question: "Where is the organization incorporated?"

Click **Next**.

Answer whether you have an office in North Carolina.

Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

INITIAL

### 12. Offices in North Carolina

Does the applicant have an office in North Carolina? N.C.G.S. §131F-15(b)(1)

Yes

No

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Page 11 of 25

Figure 112. Question: "Do you have an office in NC?"

Click **Next**.

For this example, we selected "Yes."

An additional question displays below the first one.

Answer the additional question: “Is the applicant’s principal place of business located outside North Carolina?”

Home > Fundraising Consultant License Application

### Fundraising Consultant License Application

INITIAL

#### 12. Offices in North Carolina

Does the applicant have an office in North Carolina? N.C.G.S. §131F-15(b)(1)

Yes  
 No

Is applicant's principal place of business is located outside North Carolina?

Yes  
 No

[Previous](#) [Next](#)

Page 11 of 25

Figure 113. Question: “Is the applicant’s principal place of business located outside of NC?”

For this example, we selected “No.” See **Figure 114**.

Home > Fundraising Consultant License Application

### Fundraising Consultant License Application

INITIAL

#### 12. Offices in North Carolina

Does the applicant have an office in North Carolina? N.C.G.S. §131F-15(b)(1)

Yes  
 No

Is applicant's principal place of business is located outside North Carolina?

Yes  
 No

[Previous](#) [Next](#)

Page 11 of 25

Figure 114. Offices in North Carolina page

Click **Next**.

Using the radio buttons, select the answer to the question: “Are any of the applicant’s owners, directors, officers, or employees related as parent, spouse, child, or sibling to any of the applicant’s other directors, officers, owners, or employees?”

Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

INITIAL

### 13. Relations

Are any of applicant’s owners, directors, officers, or employees related as parent, spouse, child, or sibling to ANY of applicant’s other directors, officers, owners, or employees? N.C.G.S. §131F-15(b)(4)(a).

Yes  
 No

[Previous](#) [Next](#)

Page 12 of 25

Figure 115. Relationship question

For this example, we selected “No.” See **Figure 116**.

Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

INITIAL

### 13. Relations

Are any of applicant’s owners, directors, officers, or employees related as parent, spouse, child, or sibling to ANY of applicant’s other directors, officers, owners, or employees? N.C.G.S. §131F-15(b)(4)(a).

Yes  
 No

[Previous](#) [Next](#)

Page 12 of 25

Figure 116. Example with “No” selected

Click **Next**.



Select the answer to the question: “Are any of the applicant’s owners, directors, or employees related as parent, spouse, child, or sibling to any officer, director, trustee, or employee of any charitable organization or sponsor under contract with the applicant?”

Home > Fundraising Consultant License Application

### Fundraising Consultant License Application

INITIAL

#### 14. Contract relations

Are any of applicant's owners, directors, officers, or employees related as parent, spouse, child, or sibling to ANY officer, director, trustee, or employee of any charitable organization or sponsor under contract with applicant? N.C.G.S. §131F-15 (b)(4)(b).

Yes  
 No

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Figure 117. Contract relations question

For this example, we selected “No.”

Click **Next**.

Select the answer to the question: “Are any of the applicant’s owners, directors, officers, or employees related as parent, spouse, child, or sibling to any supplier or vendor providing goods or services to any charitable organization or sponsor under contract with the applicant?”

For this example, we selected “No.”

Home > Fundraising Consultant License Application

### Fundraising Consultant License Application

INITIAL

#### 15. Supplier or Vendor relations

Are any of applicant's owners, directors, officers, or employees related as parent, spouse, child, or sibling to ANY supplier or vendor providing goods or services to any charitable organization or sponsor under contract with the applicant? N.C.G.S. §131F-15 (b)(4) (c).

Yes  
 No

[Previous](#) [Next](#)

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Figure 118. Supplier or Vendor Relations question

Click **Next**.

Select the answer to the question: “Within the last five years, has the applicant, or any of the applicant’s directors, officers, employees, agents, or persons with a controlling interest in the applicant been convicted of any felony?”

For this example, we selected “No.”

The screenshot shows a web application interface for a "Fundraising Consultant License Application". The page is titled "INITIAL" and is on "Page 15 of 25". The main heading is "16. Felony criminal offenses". The question text reads: "Within the last five (5) years, has the applicant, or ANY of the applicant's directors, officers, employees, agents, or persons with a controlling interest in the applicant: been convicted of any felony? N.C.G.S. §131F-15(b)(5)." There are two radio button options: "Yes" and "No". The "No" option is selected. Below the options are two blue buttons labeled "Previous" and "Next".

Figure 119. Felony criminal offenses question

Click **Next**.

Select the answer to the question: “Within the last five years, has the applicant, or any of the applicant’s directors, officers, employees, agents, or persons with a controlling interest in the applicant been convicted of any misdemeanor arising from the conduct of a solicitation for any charitable organization or sponsor or charitable or sponsor purpose?”

For this example, we selected “No.”

The screenshot shows a web application interface for a "Fundraising Consultant License Application". The page is titled "INITIAL" and is on "Page 16 of 25". The main heading is "17. Misdemeanor criminal offenses". The question text reads: "Within the last five (5) years, has the applicant, or any of the applicant's directors, officers, employees, agents, or persons with a controlling interest in the applicant been convicted of any misdemeanor arising from the conduct of a solicitation for ANY charitable organization or sponsor or charitable or sponsor purpose? N.C.G.S. §131F-15(b)(5)." There are two radio button options: "Yes" and "No". The "No" option is selected. Below the options are two blue buttons labeled "Previous" and "Next".

Figure 120. Misdemeanor criminal offenses question

Click **Next**.

Select the answer to the question: “Within the last five years, has the applicant, or any of the applicant’s directors, officers, employees, agents, or persons with a controlling interest in the applicant been enjoined from violating any charitable solicitation law in this or any other state?”

Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

INITIAL

### 18. Charitable solicitation law offenses

Within the last five (5) years, has the applicant, or any of the applicant's directors, officers, employees, agents, or persons with a controlling interest in the applicant been enjoined from violating any charitable solicitation law in this or any other state? N.C.G.S. §131F-15 (b)(5).

Yes

No

[Previous](#) [Next](#)

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Figure 121. Charitable solicitation law offenses question

For this example, we selected “No.”

Click **Next**.

Attach a list of names and physical addresses of all of the applicant’s officers, directors, and owners. Select the **Browse for Attachment** link to upload the document.

Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

INITIAL

### 19. Additional officer information

Attach a list of the names and physical residence addresses of all of applicant's officers, directors, and owners. N.C.G.S. §131F-15(b)(3).

This section must be completed for sole proprietorships, partnerships, and corporations of all types. P.O. Boxes are not accepted.

Attachment  
[Browse for Attachment](#)

[Previous](#) [Next](#)

Page 18 of 25

Figure 122. Additional officer information

Click **Next**.

After you upload the attachment, you will see the file name displayed as “View Attachment: FileName.pdf.” See **Figure 123**.

The screenshot shows a web page titled "Fundraising Consultant License Application" with a breadcrumb "Home > Fundraising Consultant License Application". Below the title is the word "INITIAL". The main heading is "19. Additional officer information". The text below reads: "Attach a list of the names and physical residence addresses of all of applicant's officers, directors, and owners. N.C.G.S. §131F-15(b)(3). This section must be completed for sole proprietorships, partnerships, and corporations of all types. P.O. Boxes are not accepted." There is a link "View Attachment: Test Sample Attachment.pdf Remove Attachment" and another link "Attachment Browse for Attachment". At the bottom are "Previous" and "Next" buttons. The page number "Page 18 of 25" is in the bottom right corner.

Figure 123. Additional officer information

Click **Next**.

Select the answer to the question: “If Partnership or Corporation, does the applicant intend to cover multiple individuals with this single license?”

For this example, we selected “Yes.”

The screenshot shows a web page titled "Fundraising Consultant License Application" with a breadcrumb "Home > Fundraising Consultant License Application". Below the title is the word "INITIAL". The main heading is "20. License". The text below reads: "If Partnership or Corporation, does applicant intend to cover multiple individuals with this single license? N.C.G.S. §131F-15(c)". There are two radio button options: "Yes" and "No". At the bottom are "Previous" and "Next" buttons. The page number "Page 19 of 25" is in the bottom right corner.

Figure 124. License question

Click **Next**.

Select **Browse for Attachment** to attach a list containing names and street addresses for all partners, members, officers, directors, employees, and agents of the applicant.

Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

INITIAL

### 20. License

If Partnership or Corporation, does applicant intend to cover multiple individuals with this single license? N.C.G.S. §131F-15(c)

Yes  
 No

Attach a list containing names and street addresses for ALL partners, members, officers, directors, employees, and agents of the applicant, as well as all other individuals contracted to work under applicant's direction.

Attachment  
[Browse for Attachment](#)

**Previous** **Next**

Page 19 of 25

Figure 125. "Browse for Attachment" link on License page

The file name will appear on the page after you upload it.

Click **Next**.

Enter the contact information for the organizational member who can verify information about this application if needed by the Secretary of State's office.

Enter the **organization contact name, title, email, and phone number.**

Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

INITIAL

### 21. Contact information

Enter the Contact Information for an Organizational Member who can verify information about this application if needed by the Secretary of State's office.

Enter in the name, title, email address and telephone number for the organization member.

Organization Contact Name

Organization contact title

Organization contact email

Telephone number

[Previous](#) [Next](#)

Page 20 of 25

Figure 126. Organization contact information entry fields

Click **Next**.

Select the **Browse for Attachment** link to upload a completed and signed Notary Page. This is a required document for your online application.

Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

INITIAL

### 22. Upload Notary Form

A completed and signed Notary Page must be submitted with your online application. N.C.G.S. §131F-15(b) Submission of an illegible, or blank notary page will result in an automatic rejection.

You must also acknowledge several responsibilities associated with the submission of your application for licensure and agree to maintain a copy of the signed Notary Page in your records for 3 years. N.C.G.S. §131F-2(10)

Attachment

[Browse for Attachment](#)

[Previous](#) [Next](#)

Page 21 of 25

Figure 127. Upload Notary Form page

The file name appears on the page after you upload it.

Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

INITIAL

### 22. Upload Notary Form

A completed and signed Notary Page must be submitted with your online application. N.C.G.S. §131F-15(b) Submission of an illegible, or blank notary page will result in an automatic rejection.

You must also acknowledge several responsibilities associated with the submission of your application for licensure and agree to maintain a copy of the signed Notary Page in your records for 3 years. N.C.G.S. §131F-2(10)

[View Attachment: Test Sample Attachment.pdf Remove Attachment](#)

Attachment  
[Browse for Attachment](#)

[Previous](#) [Next](#)

Page 21 of 25

Figure 128. File name of attachment

Click **Next**.

Enter the **contact information** for your Third Party Filer, if applicable.

## Fundraising Consultant License Application

INITIAL

### 23. Applicant/third party contact information

If applicable, enter the Optional "Third Party Filer" contact information.

Enter in the Optional Third Party Business Name, contact name, title, email address and telephone number.

Name

Title

Business/Firm Name

Email address

Telephone number

Fax Number

[Previous](#) [Next](#)

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Figure 129. Third party filer contact information entry fields

Click **Next**.

Review your application in the preview window. See **Figure 130**.

Home > Fundraising Consultant License Application

## Fundraising Consultant License Application

### INITIAL

Preview Application & Attachments

Application

- Application
- 19. Residence Addresses - Test Sample Attachment.pdf
- 21. Partnership - Test Sample Attachment.pdf
- 22. Notary - Test Sample Attachment.pdf

North Carolina Department of the Secretary of State  
Charitable Solicitation Licensing Division  
P.O. Box 29622  
Raleigh, NC 27626-0622  
Telephone: 919-814-5400

**Fund-Raising Consultant License Application**  
Form Issue Date: 10/21/2003 Revised 2/16/18  
Page 1 of 2

1. Application Type:  Initial  Renewal

2. Applicant's Full Business Legal Name: Sample

3. Applicant's Principal Telephone Number: (919) 814-5400

4. Applicant's Principal Street Address: 2 S. Salisbury Street  
City: Raleigh State: NC Zip Code: 27601

5. Applicant's Mailing Address: 2 S. Salisbury Street  
City: Raleigh State: NC Zip Code: 27601

6. Applicant's Internet Site Address: sosnc.gov

7. Applicant's Contact Person Email Address: LLogan@sosnc.gov

8. Legal Form of Applicant's Business:

Note: I reviewed the documents and they are correct.

[Previous](#) [Checkout](#)

Page 23 of 25

Figure 130. Application and document options dropdown

After reviewing your application, select the check box confirming that you reviewed the documents for accuracy.

Click **Checkout**.



The **Fees Payment** page displays your fees with a total amount owed.

Select your **Payment Type**.

For this example, we selected Checking Account (ACH).

Home > Charities > Submit a Filing

## Submit a Filing

### Fees Payment

Filing/Certificate fee.	\$200.00
Electronic transaction fee. ⓘ	\$2.00
Total fee amount for this application. ⓘ	\$202.00

\* NOTE: Electronic Transaction Fees are not refundable

### Payment Details

Payment type

Checking Account (ACH) 0028 ⌵

By clicking "Submit" below, I authorize the Secretary of State to debit my pre-established ACH (Automatic Clearing House) [bank account](#) for the total amount of fees indicated above.

**Pay and Submit**

Figure 131. Payment Details page

Click **Pay and Submit**.

This completes the Fundraising Application process.

## Solicitor Application

Select **Solicitor Application**.

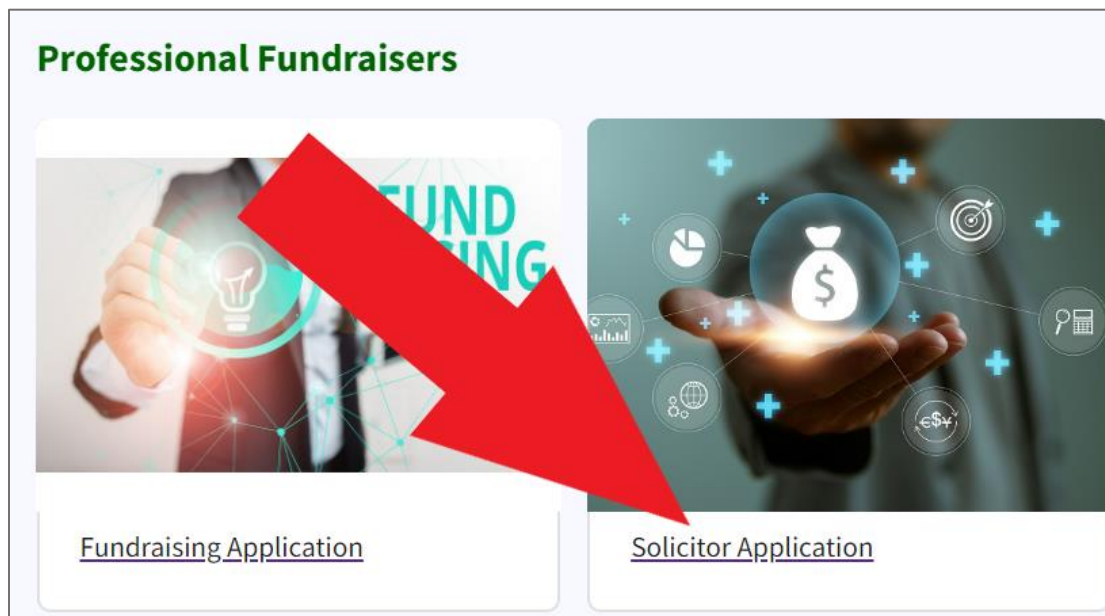


Figure 132. A red arrow points to the "Solicitor Application" link

This link takes you to the **Charities Check** page.

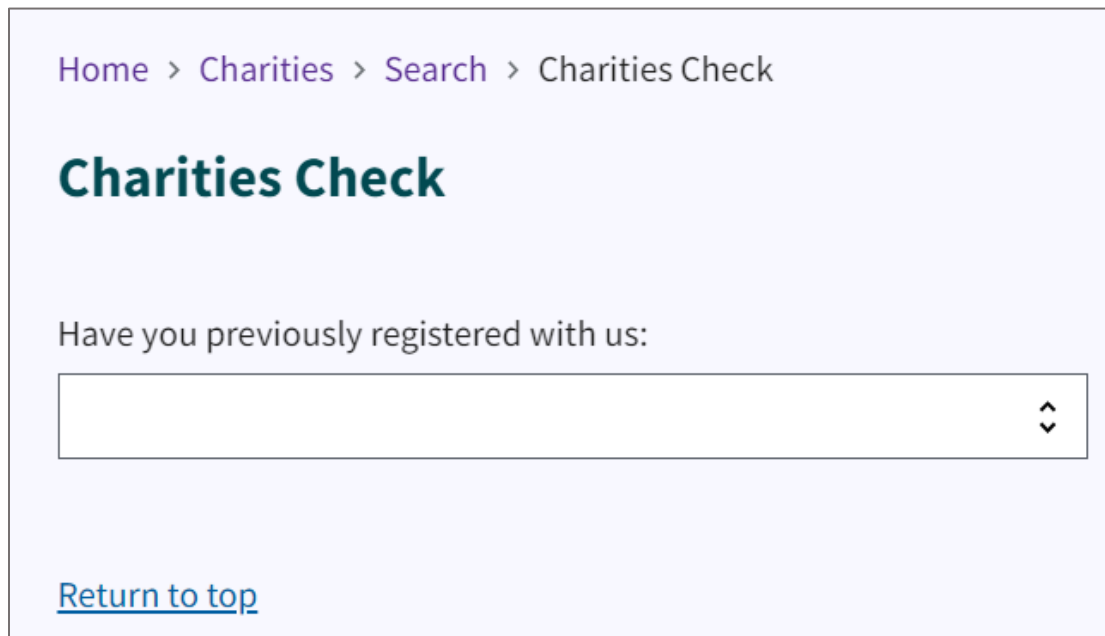
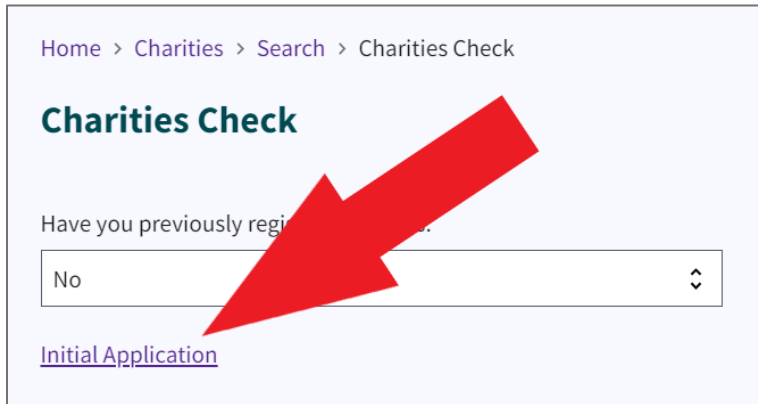


Figure 133. Charities Check page

Answer "Yes" or "No" using the dropdown.

For this example, we selected "No."

An “Initial Application” link appears beneath the dropdown.



Home > Charities > Search > Charities Check

## Charities Check

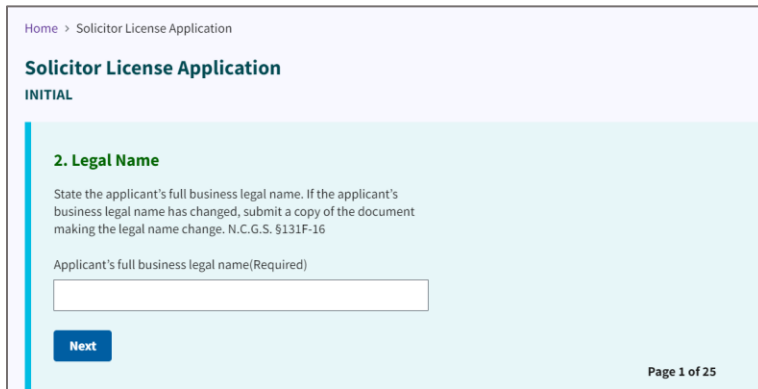
Have you previously registered?

No

[Initial Application](#)

Figure 134. A red arrow points to the “initial Application” link

Select **Initial Application**.



Home > Solicitor License Application

## Solicitor License Application

INITIAL

### 2. Legal Name

State the applicant’s full business legal name. If the applicant’s business legal name has changed, submit a copy of the document making the legal name change. N.C.G.S. §131F-16

Applicant’s full business legal name(Required)

[Next](#)

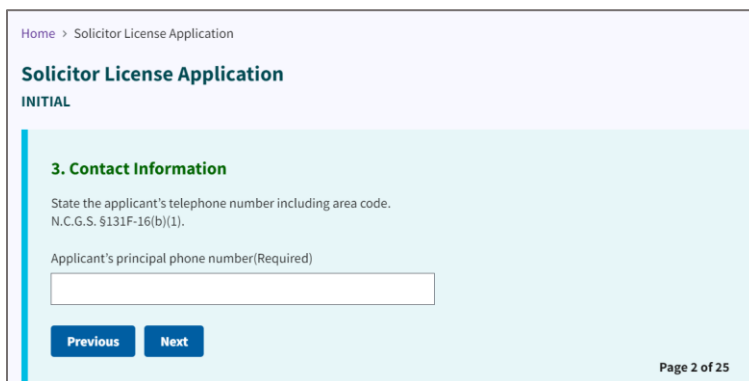
Page 1 of 25

Figure 135. Legal Name entry field

Enter the **Applicant’s Full Business Legal Name**.

Click **Next**.

Enter the **principal phone number**.



Home > Solicitor License Application

## Solicitor License Application

INITIAL

### 3. Contact Information

State the applicant’s telephone number including area code. N.C.G.S. §131F-16(b)(1).

Applicant’s principal phone number(Required)

[Previous](#) [Next](#)

Page 2 of 25

Figure 136. Contact Information - principal phone number

Enter the **applicant's principal street address**.

## Solicitor License Application

### INITIAL

#### 4. Applicant's principal street address

State the applicant's complete street address with sufficient detail to enable delivery of certified mail.

A Post Office Box address is not acceptable and a third party filer's address may not be used. N.C.G.S. §131F-16(b)(1).

Street address(Required)

City(Required)

State(Required)

NC - North Carolina

Zip code(Required)

Country(Required)

United States

This address is also the Registered Mailing Address

[Previous](#) [Next](#)

Page 3 of 25

Figure 137. Address entry fields

Click **Next**.

Enter the **applicant's mailing address**.

Home > Solicitor License Application

### Solicitor License Application

INITIAL

#### 5. Applicant's mailing address

- State the applicant's preferred mailing address including full address, city, state, and zip code with sufficient detail to enable delivery of certified mail if it differs from the principal street address.
- An applicant's third party filer's mailing address may not be listed here.

Street address(Required)

City(Required)

State(Required)

NC - North Carolina

Zip code(Required)

Country(Required)

United States

[Previous](#) [Next](#)

Page 4 of 25

Figure 138. Applicant's mailing address entry fields

Click **Next**.

Enter the **applicant's website address**.

Home > Solicitor License Application

### Solicitor License Application

INITIAL

#### 6. Website

Applicant's website address(Required)

[Previous](#) [Next](#)

Page 5 of 25

Figure 139. Website entry field

Click **Next**.

Enter the **applicant's contact person email address**.

Home > Solicitor License Application

## Solicitor License Application

INITIAL

### 7. Applicant's contact email

An applicant's third party filer's contact person may not be listed here.

Applicant's contact person email address(Required)

[Previous](#) [Next](#)

Page 6 of 25

Figure 140. Email address entry field

Click **Next**.

Select the radio button for your **business type**.

## Solicitor License Application

INITIAL

### 8. Business information

Check the appropriate box for applicant's legal form of business per N.C.G.S. §131F-16(b)(2): sole proprietor/individual, corporation, general partnership, limited liability corporation, limited liability partnership, or other.

- Sole Proprietor / Individual
- Corporation
- General Partnership
- Limited Liability Corporation
- Limited Liability Partnership
- Other

[Previous](#) [Next](#)

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Figure 141. Business type radio buttons

For this example, we selected “Limited Liability Corporation.”

Click **Next**.

Using the dropdown, select the **state of establishment**.

The screenshot shows a web page titled "Solicitor License Application" with a breadcrumb "Home > Solicitor License Application". Below the title is the word "INITIAL". The main heading is "9. State of establishment". The instruction reads: "Provide the name of the state where applicant's business was established, per N.C.G.S. §131F-16(b)(3)." Below this is a label "Applicant's state of establishment" and a dropdown menu currently showing "NC - North Carolina". At the bottom are two blue buttons: "Previous" and "Next". The page number "Page 8 of 25" is in the bottom right corner.

Figure 142. State of Establishment dropdown

Click **Next**.

Enter the **date of establishment**.

The screenshot shows a web page titled "Solicitor License Application" with a breadcrumb "Home > Solicitor License Application". Below the title is the word "INITIAL". The main heading is "10. Date of Establishment". The instruction reads: "Provide the month, day, and year on which the applicant's business was established unless entity is a sole proprietor/individual, per N.C.G.S. §131F-15(b)(3)." Below this are three input fields: "Month" with a dropdown menu showing "05 - May", "Day" with a text box containing "23", and "Year" with a text box containing "2024". At the bottom are two blue buttons: "Previous" and "Next". The page number "Page 9 of 25" is in the bottom right corner.

Figure 143. Date of Establishment entry fields

Click **Next**.

Select where the entity is **incorporated**.

Home > Solicitor License Application

## Solicitor License Application

INITIAL

### 11. Verification of Applicant's Current Legal Existence

Where is the organization incorporated?

North Carolina

Outside of North Carolina

Not incorporated in any state

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Figure 144. Location of incorporated organization

Click **Next**.

For this example, we selected "North Carolina."

Select whether the applicant has a North Carolina office.

Home > Solicitor License Application

## Solicitor License Application

INITIAL

### 12. Offices in North Carolina

Does the applicant have an office in North Carolina? N.C.G.S. §131F-16(b)(1)

Yes

No

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Page 11 of 25

Figure 145. North Carolina office question and radio buttons

For this example, we selected "Yes."



Home > Solicitor License Application

## Solicitor License Application

INITIAL

### 12. Offices in North Carolina

Does the applicant have an office in North Carolina? N.C.G.S. §131F-16(b)(1)

Yes  
 No

Is applicant's principal place of business is located outside North Carolina?

Yes  
 No

[Previous](#) [Next](#)

Page 11 of 25

Figure 146. Principal place of business location question

Another question appears, asking if the applicant's principal place of business is located outside of North Carolina. See **Figure 146**.

For this example, we selected **"No."**

Click **Next**.

Answer the **related employees** question.

Home > Solicitor License Application

## Solicitor License Application

INITIAL

### 13. Related Employees

Are any of applicant's owners, directors, officers, or employees related as parent, spouse, child, or sibling to ANY of applicant's other directors, officers, owners, or employees? N.C.G.S. §131F-16(b)(5)(a).

Yes  
 No

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Page 12 of 25

Figure 147. Related Employees question

For this example, we selected **"No."**

Click **Next**.

Answer the **Contract Relations** question.

Home > Solicitor License Application

## Solicitor License Application

INITIAL

### 14. Contract Relations

Are any of applicant's owners, directors, officers, or employees related as parent, spouse, child, or sibling to ANY officer, director, trustee, or employee of any charitable organization or sponsor under contract with applicant? N.C.G.S. §131F-16 (b)(5)(b).

Yes  
 No

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Page 13 of 25

Figure 148. Contract Relations question

For this example, we selected “No.”

Click **Next**.

Answer the **Vendor Relations** question. See **Figure 149**.

Home > Solicitor License Application

## Solicitor License Application

INITIAL

### 15. Vendor relations

Are any of applicant's owners, directors, officers, or employees related as parent, spouse, child, or sibling to ANY supplier or vendor providing goods or services to any charitable organization or sponsor under contract with the applicant? N.C.G.S. §131F-16 (b)(5)(c).

Yes  
 No

[Previous](#) [Next](#)

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Figure 149. Vendor relations question

Click **Next**.

Answer the Felony Criminal Offenses question: “Within the last five years, has the applicant, or any of the applicant’s directors, officers, employees, agents, or persons with a controlling interest in the applicant: been convicted of any felony?”

Home > Solicitor License Application

### Solicitor License Application

INITIAL

#### 16. Felony criminal offenses

Within the last five (5) years, has the applicant, or ANY of the applicant’s directors, officers, employees, agents, or persons with a controlling interest in the applicant: been convicted of any felony?  
N.C.G.S. §131F-16 (b)(6).

Yes  
 No

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Page 15 of 25

Figure 150. Felony criminal offenses question

Click **Next**.

Answer the Misdemeanor Criminal Offenses question: “Within the last five years, has the applicant, or any of the applicant’s directors, officers, employees, agents, or persons with a controlling interest in the applicant been convicted of any misdemeanor arising from the conduct of a solicitation for any charitable organization or sponsor or charitable or sponsor purpose?”

Home > Solicitor License Application

### Solicitor License Application

INITIAL

#### 17. Misdemeanor criminal offenses

Within the last five (5) years, has the applicant, or any of the applicant’s directors, officers, employees, agents, or persons with a controlling interest in the applicant been convicted of any misdemeanor arising from the conduct of a solicitation for ANY charitable organization or sponsor or charitable or sponsor purpose? N.C.G.S. §131F-16 (b)(6).

Yes  
 No

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Figure 151. Misdemeanor criminal offenses question

Click **Next**.

Answer the Charitable Solicitation Law Offenses question: “Within the last five years, has the applicant, or any of the applicant’s directors, officers, employees, agents, or persons with a controlling interest in the applicant been enjoined from violating any charitable solicitation law in this or any other state?”

The screenshot shows a web page titled "Solicitor License Application" with a breadcrumb "Home > Solicitor License Application". Below the title is the word "INITIAL". The main heading is "18. Charitable solicitation law offenses". The text asks: "Within the last five (5) years, has the applicant, or any of the applicant's directors, officers, employees, agents, or persons with a controlling interest in the applicant been enjoined from violating any charitable solicitation law in this or any other state? N.C.G.S. §131F-16 (b)(6)." There are two radio buttons: "Yes" and "No". At the bottom are "Previous" and "Next" buttons. The page number "Page 17 of 25" is in the bottom right corner.

Figure 152. Charitable Solicitation Law Offenses question

Click **Next**.

Attach a list of names and physical residence addresses of all of the applicant’s officers, directors, and owners.

Select **Browse for Attachment** to upload the list.

The screenshot shows a web page titled "Solicitor License Application" with a breadcrumb "Home > Solicitor License Application". Below the title is the word "INITIAL". The main heading is "19. Additional officer information". The text asks: "Attach a list of the names and physical residence addresses of all of applicant's officers, directors, and owners. N.C.G.S. §131F-16 (b)(4)." Below this, it states: "This section must be completed for sole proprietorships, partnerships, and corporations of all types. P.O. Boxes are not accepted." There is an "Attachment" label and a link "Browse for Attachment". At the bottom are "Previous" and "Next" buttons. The page number "Page 18 of 25" is in the bottom right corner.

Figure 153. Additional Officer Information upload attachment screen

After uploading the list, the file name appears.

The screenshot shows a web page titled "Solicitor License Application" with a breadcrumb "Home > Solicitor License Application". Below the title is the word "INITIAL". The main heading is "19. Additional officer information". The text reads: "Attach a list of the names and physical residence addresses of all of applicant's officers, directors, and owners. N.C.G.S. §131F-16 (b)(4). This section must be completed for sole proprietorships, partnerships, and corporations of all types. P.O. Boxes are not accepted." Below this is a link: "View Attachment: Test Sample Attachment.pdf Remove Attachment". Underneath is the label "Attachment" and a link "Browse for Attachment". At the bottom are two buttons: "Previous" and "Next". The page number "Page 18 of 25" is in the bottom right corner.

Figure 154. File name of uploaded file

Click **Next**.

Select the **Browse for Attachment** link to attach a list of names for those in charge of any solicitation activity.

The screenshot shows a web page titled "Solicitor License Application" with a breadcrumb "Home > Solicitor License Application". Below the title is the word "INITIAL". The main heading is "20. Solicitation". The text reads: "Attach a list of the names of all persons in charge of any solicitation activity. N.C.G.S. §131F-16(b)(7)." Below this is the label "Attachment" and a link "Browse for Attachment". At the bottom are two buttons: "Previous" and "Next". The page number "Page 19 of 25" is in the bottom right corner.

Figure 155. Solicitation attachment

Click **Next**.

Select the answer to: “If Partnership or Corporation, does the applicant intend to cover multiple individuals with this single license?”

Home > Solicitor License Application

### Solicitor License Application

INITIAL

#### 21. License

If Partnership or Corporation, does applicant intend to cover multiple individuals with this single license? N.C.G.S. §131F-16(c)

Yes  
 No

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Figure 156. License question

Click **Next**.

For this example, we selected “No.”

Select **Browse for Attachment** to upload an applicable bond or other surety.

### Solicitor License Application

INITIAL

#### 22. Bonds

Attach applicable bond or other surety required by N.C.G.S. 131F-16(d) in the appropriate amount as follows:

Contributions received in last fiscal year	Required Bond Amount
Up to \$100,000	\$20,000
Up to \$200,000	\$30,000
\$200,000 and over	\$50,000

Attachment  
[Browse for Attachment](#)

- A bond must be in effect during the licensing period. Each license is valid for one year or a part of one year and expires on March 31 of each year.
- A bond may be in the form of a rider to a larger blanket liability bond.
- The bond must be signed by the principal obligor and the surety.
- The bond must be with a surety authorized to do business in North Carolina.
- Contact an insurance agent for information on where to obtain the necessary solicitor bond.

[Previous](#) [Next](#)

Page 21 of 25

Figure 157. “Browse for Attachment” link to upload bonds

Click **Next**.

Select **Browse for Attachment** to upload your notarized form.

Home > Solicitor License Application

## Solicitor License Application

INITIAL

### 23. Notarized Page

- Upload notarized page

Attachment  
[Browse for Attachment](#)

- Instructions: Notary Public shall complete the Notarization Form including the county and state where applicant is signing the application, current date, Notary Public's printed name, signature, date of expiration of Notary Public's commission, and application of Notary seal (if applicable).

[Previous](#) [Next](#)

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Figure 158. "Browse for Attachment" link to upload notarized form

Click **Next**.

Enter the **name, title, business name, email address, phone, and fax**.

Home > Solicitor License Application

## Solicitor License Application

INITIAL

### 24. Applicant/third party contact information

Name

Title

Business/Firm Name

Email address

Phone number

Fax Number

[Previous](#) [Next](#)

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Figure 159. Applicant/third party contact information entry fields

Click **Next**.

Review your application and attachments by selecting the dropdown.

Make sure your application is error-free to avoid extra fees.

Home > Solicitor License Application

## Solicitor License Application


INITIAL

Preview application attachments

Application

1 of 2

North Carolina Department of the Secretary of State  
Charitable Solicitation Licensing Division  
P.O. Box 29622  
Raleigh, NC 27626-0622  
Telephone: 919-814-5400



**Solicitor License Application**  
Form Issue Date: 10/22/2003 Revised 9/14/2023  
Page 1 of 2

1. Application Type: <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Renewal		
2. Applicant's Full Business Legal Name: sample		
3. Applicant's Principal Telephone Number: (919) 814-5100		
4. Applicant's Principal Street Address: 2 S. Salisbury Street		
City: Raleigh	State: NC	Zip Code: 27601
5. Applicant's Mailing Address: 2 S. Salisbury Street		
City: Raleigh	State: NC	Zip Code: 27601
6. Applicant's Internet Site Address: sosnc.gov		
7. Applicant's Contact Person Email Address: LLogan@sosnc.gov		
8. Legal Form of Applicant's Business: <input type="checkbox"/> Sole Proprietor / Individual <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Other		
9. Applicant's State of Establishment: NC		
10. Applicant's Date of Establishment: 6/10/2024 1:17:37 PM		
11. For non-NC corporations: Provide <u>either</u> of the following to verify the applicant's current legal existence: 1. Certificate of Existence or Certificate of Good Standing from state of incorporation dated no more than six months prior to date of signing of application, <u>or</u>		

Note: I reviewed the documents and they are correct.

**Previous** **Checkout**

Page 24 of 25

Figure 160. Preview application window

Select the checkbox that confirms you reviewed the documents for accuracy.

Click **Checkout**.



Select a **Payment Type**.

For this example, we selected “Checking Account (ACH).”

Home > Charities > Submit a Filing

### Submit a Filing

**Fees Payment**

Filing/Certificate fee.	\$200.00
Electronic transaction fee. ⓘ	\$2.00
Total fee amount for this application. ⓘ	\$202.00

\* NOTE: Electronic Transaction Fees are not refundable

**Payment Details**

Payment type

Checking Account (ACH) 0028

By clicking "Submit" below, I authorize the Secretary of State to debit my pre-established ACH (Automatic Clearing House) [bank account](#) for the total amount of fees indicated above.

**Pay and Submit**

Figure 161. Payment Details and Payment Type dropdown

Click **Pay and Submit**.

Select **Print a Receipt for Your Records** to download a PDF of your application for printing.

Home > Charities > Submit a Filing

### Submit a Filing

**Fees Payment**

Filing/Certificate fee.	\$200.00
Electronic transaction fee. ⓘ	\$2.00
Total fee amount for this application. ⓘ	\$202.00

\* NOTE: Electronic Transaction Fees are not refundable

**Payment Details**

[Print a receipt for your records : 20856397](#)

**Receipt**

Figure 162. Print a Receipt link on the Fees Payment page

The PDF copy of the receipt displays a description of invoiced items.


	<b>Test Carolina Department of The Secretary of Test</b> <b>Invoice Number: 20856397</b>																									
	<b>Billing Information</b> Sample Order 1223323333 S Salisbury St Raleigh, NC 27601-2903 Contact: Sample Order	<b>Invoice Number: 20856397</b> <b>Customer Id Number: 200088713</b> <b>Invoice Date: 6/10/2024</b> <b>Account Type: Payment Upfront</b> <b>Ship Via:</b>																								
<b>Invoiced Items</b>																										
<table border="1"> <thead> <tr> <th>Description</th> <th>Certificate Number</th> <th>Customer Reference</th> <th>Qty</th> <th>Pages</th> <th>Item Cost</th> <th>Total</th> <th>Due</th> </tr> </thead> <tbody> <tr> <td>Electronic Transaction Fee (File/Task# )</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2120 0502 437993</td> <td>118687554</td> <td></td> <td>1</td> <td></td> <td>\$2.00</td> <td>\$0.00</td> <td></td> </tr> </tbody> </table>	Description	Certificate Number	Customer Reference	Qty	Pages	Item Cost	Total	Due	Electronic Transaction Fee (File/Task# )								2120 0502 437993	118687554		1		\$2.00	\$0.00			
Description	Certificate Number	Customer Reference	Qty	Pages	Item Cost	Total	Due																			
Electronic Transaction Fee (File/Task# )																										
2120 0502 437993	118687554		1		\$2.00	\$0.00																				
<b>Payment Details</b>																										
ACH: Csl-Filing for \$202.00, Acct XXXXXXXXXXXXXXX0028, Auth:																										
		\$202.00    \$0.00    Payment																								
		\$0.00																								
<b>Include Invoice Number on all remittance and send to:</b> Secretary of State PO Box 29622 Raleigh, NC 27626																										
<b>For information regarding your filing contact:</b> Customer Service at (919) 814-5400 or toll free at (888) 246-7636																										

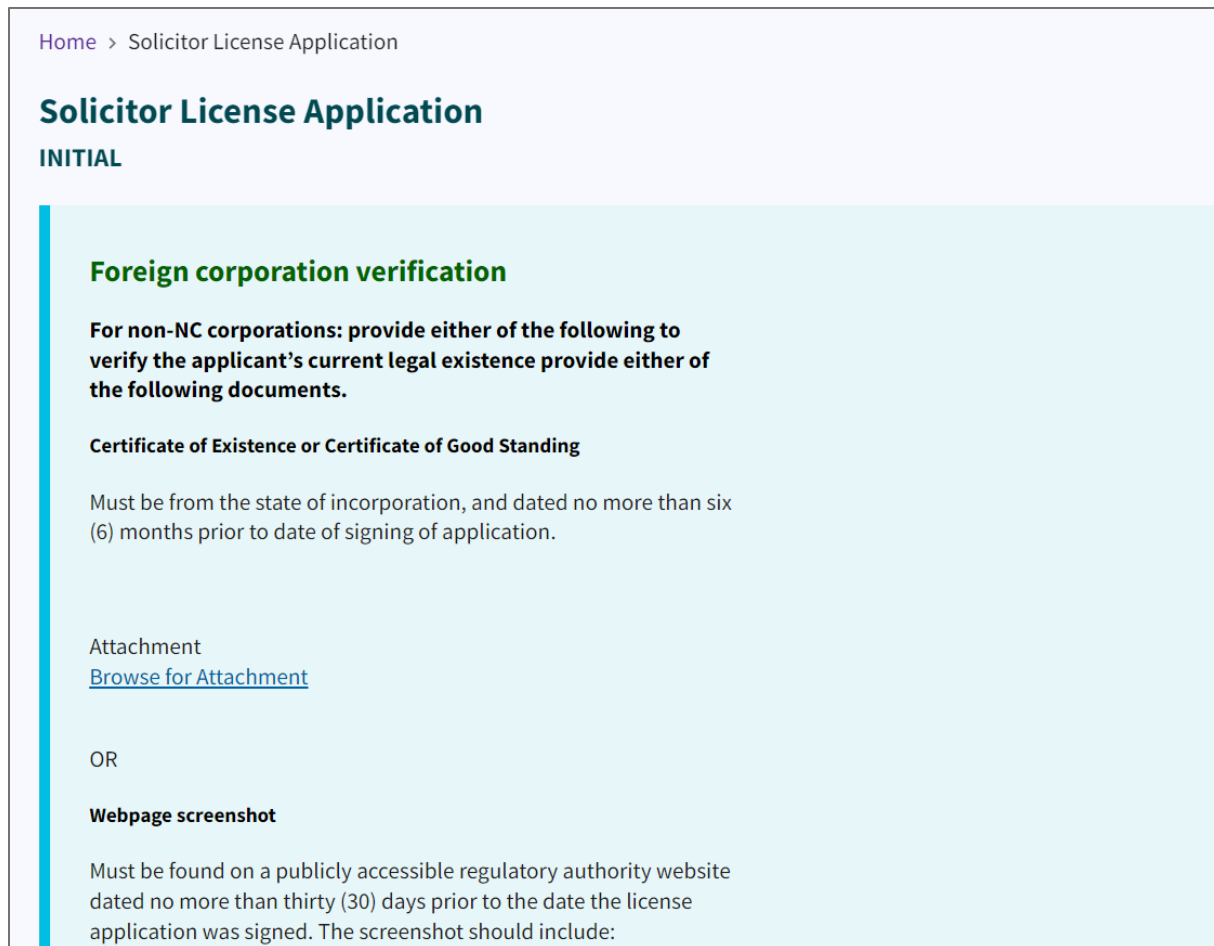
Figure 163. Downloadable and printable PDF of receipt

## Solicitor Initial Application for Foreign (Outside NC) Applicants

This section is for Foreign Corporation Verification which means these are corporations outside of North Carolina.

Non-North Carolinian applicants must provide either of the following to verify the applicant's current legal existence: Certificate of Existence or Certificate of Good Standing.

Attach the **Certificate of Existence** or **Certificate of Good Standing**.



The screenshot shows a web page titled "Solicitor License Application" with a sub-section for "INITIAL". The main heading is "Foreign corporation verification". Below this, it states: "For non-NC corporations: provide either of the following to verify the applicant's current legal existence provide either of the following documents." The two options are "Certificate of Existence or Certificate of Good Standing" and "Webpage screenshot". The "Certificate of Existence or Certificate of Good Standing" option includes the requirement: "Must be from the state of incorporation, and dated no more than six (6) months prior to date of signing of application." The "Webpage screenshot" option includes the requirement: "Must be found on a publicly accessible regulatory authority website dated no more than thirty (30) days prior to the date the license application was signed. The screenshot should include:". There is a link "Browse for Attachment" under the "Attachment" section.

Figure 164. Attach certificate links

To attach the document, select the "Browse for Attachment" link.

You can also attach a screenshot of your organization’s webpage.

Make sure the screenshot includes:

- Exact name of the entity as it appears on the license application
- Language clearly verifying its status as a corporation in good standing in the state of incorporation
- Date the information was printed on the face of the document

OR

**Webpage screenshot**

Must be found on a publicly accessible regulatory authority website dated no more than thirty (30) days prior to the date the license application was signed. The screenshot should include:

- Exact name of the entity as it appears on the license application.
- Language clearly verifying its status as a corporation in good standing in the state of incorporation (i.e. “current” or “active”).
- Date the information was printed on the face of the document.

Attachment  
[Browse for Attachment](#)

**For un-incorporated applicants**

If applicant is not incorporated in any state, provide copy of stamped “Certificate of Assumed Name” or “Certificate of Doing Business” filed with local Register of Deeds.

Attachment  
[Browse for Attachment](#)

[Previous](#) [Next](#)

Page 11 of 25

Figure 165. Webpage screenshot attachment link

**For un-incorporated applicants:**

If the applicant is not incorporated in any state, provide a copy of the stamped “Certificate of Assumed Name” or “Certificate of Doing Business” filed with the local Register of Deeds.

Select the “Browse for Attachment” link to attach this document.

Click **Next**.

Select the radio button to answer: “If the applicant’s principal place of business is located outside of North Carolina, does the applicant have any offices located in North Carolina?”

The screenshot shows a web form titled "Solicitor License Application" with a sub-header "INITIAL". The main heading is "Offices in North Carolina". Below it, the text reads: "If applicant's principal place of business is located outside North Carolina, does applicant have any offices located in North Carolina? N.C.G.S. §131F-16(b)(1)". There are two radio buttons: "Yes" and "No". Below the radio buttons are two blue buttons labeled "Previous" and "Next". The page number "Page 12 of 25" is in the bottom right corner.

Figure 166. Offices in North Carolina radio buttons

For this example, we selected “No.”

Click **Next**.

Select the radio button that answers: “Are any of the applicant’s owners, directors, officers, or employees related as parent, spouse, child, or sibling to ANY of the applicant’s other directors, officers, owners, or employees?”

The screenshot shows a web form titled "Solicitor License Application" with a sub-header "INITIAL". The main heading is "Related Employees". Below it, the text reads: "Are any of applicant's owners, directors, officers, or employees related as parent, spouse, child, or sibling to ANY of applicant's other directors, officers, owners, or employees? N.C.G.S. §131F-16 (b)(5)(a)". There are two radio buttons: "Yes" and "No". Below the radio buttons are two blue buttons labeled "Previous" and "Next". The page number "Page 13 of 25" is in the bottom right corner.

Figure 167. Related Employees radio buttons

For this example, we selected “No.”

Click **Next**.

Select the radio button that answers: “Are any of the applicant’s owners, directors, officers, or employees related as parent, spouse, child, or sibling to ANY officer, director, trustee, or employee of any charitable organization or sponsor under contract with the applicant?”

For this example, we selected “No.”

Home > Solicitor License Application

### Solicitor License Application

INITIAL

#### Contract Relations

Are any of applicant’s owners, directors, officers, or employees related as parent, spouse, child, or sibling to ANY officer, director, trustee, or employee of any charitable organization or sponsor under contract with applicant? N.C.G.S. §131F-16 (b)(5)(b).

Yes  
 No

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Figure 168. Contract relations radio buttons

Click **Next**.

Using the radio buttons, select whether or not the applicant has been convicted of a felony crime within the last five years.

For this example, we selected “No.”

Home > Solicitor License Application

### Solicitor License Application

INITIAL

#### Felony criminal offenses

Within the last five (5) years, has the applicant, or ANY of the applicant’s directors, officers, employees, agents, or persons with a controlling interest in the applicant: been convicted of any felony? N.C.G.S. §131F-16 (b)(6).

Yes  
 No

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Figure 169. Felony crimes radio button

Click **Next**.

Select the answer for whether or not the applicant has been convicted of a misdemeanor criminal offense within the last five years.

Home > Solicitor License Application

### Solicitor License Application

INITIAL

#### Misdemeanor criminal offenses

Within the last five (5) years, has the applicant, or any of the applicant's directors, officers, employees, agents, or persons with a controlling interest in the applicant been convicted of any misdemeanor arising from the conduct of a solicitation for ANY charitable organization or sponsor or charitable or sponsor purpose? N.C.G.S. §131F-16 (b)(6).

Yes  
 No

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Figure 170. Misdemeanor criminal offense radio buttons

For this example, we selected “No.”

Click **Next**.

Select the radio buttons that answers whether or not the applicant has been convicted of a charitable solicitation law offense within the last five years.

For this example, we selected “No.”

Home > Solicitor License Application

### Solicitor License Application

INITIAL

#### Charitable solicitation law offenses

Within the last five (5) years, has the applicant, or any of the applicant's directors, officers, employees, agents, or persons with a controlling interest in the applicant been enjoined from violating any charitable solicitation law in this or any other state? N.C.G.S. §131F-16 (b)(6).

Yes  
 No

[Previous](#) [Next](#)

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Figure 171. Charitable solicitation law offense radio buttons

Click **Next**.

Attach additional officer information by using the “Browse for Attachment” link.

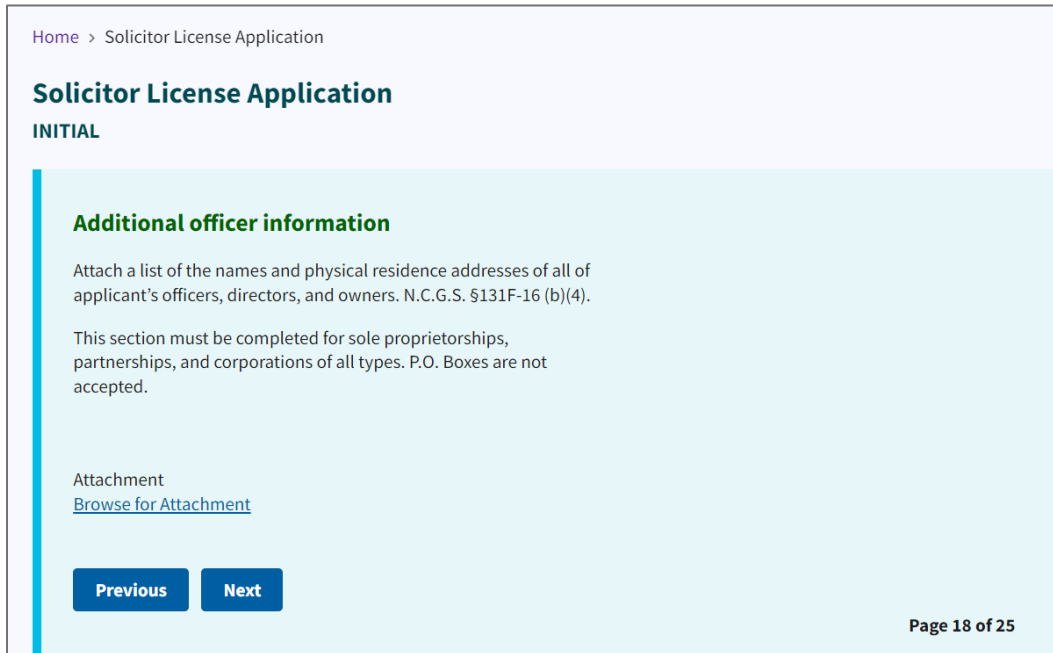


Figure 172. Additional officer information attachment link

This section must be completed for sole proprietorships, partnerships, and corporations of all types. Post office boxes are not accepted.

Click **Next**.

Attach the list of names for all persons in charge of any solicitation activity.

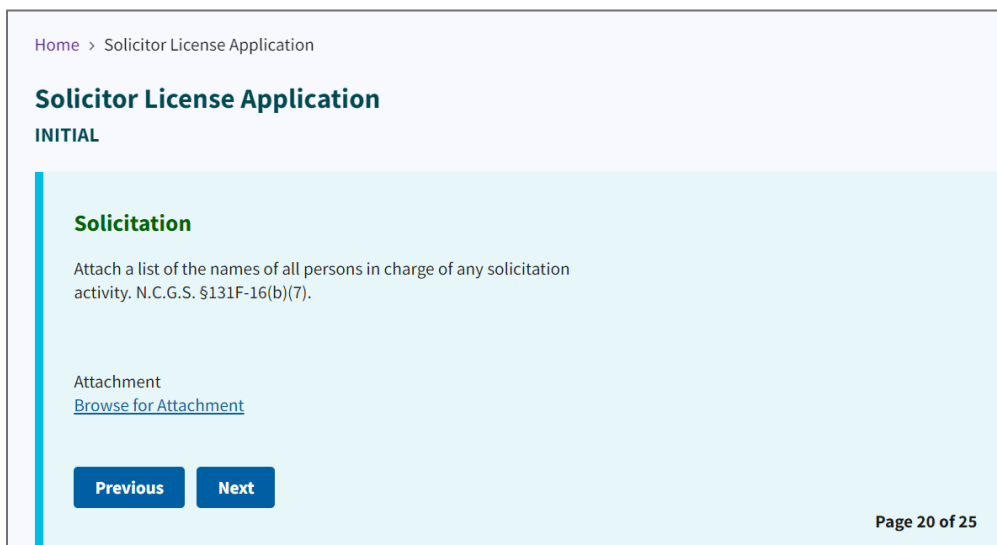
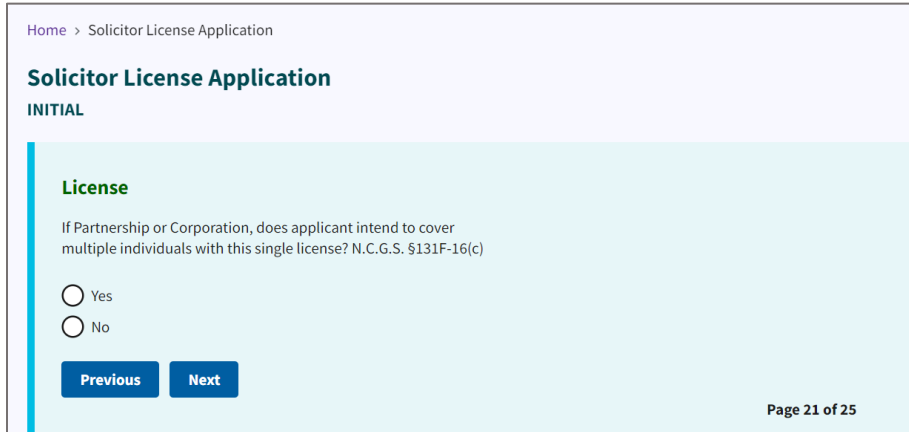


Figure 173. List of names in charge of solicitation attachment link

Click **Next**.



Select the radio button that answers: “If Partnership or Corporation, does the applicant intend to cover multiple individuals with this single license?”



Home > Solicitor License Application

### Solicitor License Application

INITIAL

#### License

If Partnership or Corporation, does applicant intend to cover multiple individuals with this single license? N.C.G.S. §131F-16(c)

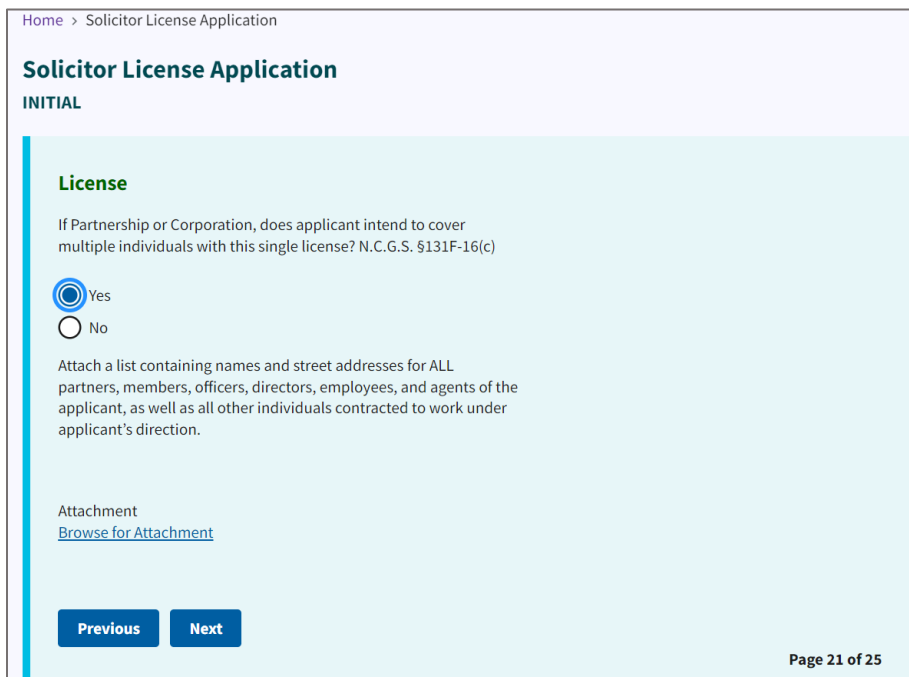
Yes  
 No

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Figure 174. Attach the list

For this example, we select “Yes.”



Home > Solicitor License Application

### Solicitor License Application

INITIAL

#### License

If Partnership or Corporation, does applicant intend to cover multiple individuals with this single license? N.C.G.S. §131F-16(c)

Yes  
 No

Attach a list containing names and street addresses for ALL partners, members, officers, directors, employees, and agents of the applicant, as well as all other individuals contracted to work under applicant's direction.

Attachment  
[Browse for Attachment](#)

[Previous](#) [Next](#)

Page 21 of 25

Figure 175. Radio button “yes” selected

After you select the “Yes” radio button, the “Browse for Attachment” link appears.

Attach a list of names and street addresses for ALL partners, members, officers, directors, employees, and agents of the applicant, as well as all other individuals contracted to work under the applicant’s direction.

Click **Next**.

Attach an applicable bond or other surety in the appropriate amount as follows:

- If contributions received in the last fiscal year were up to \$100,000, then the required bond amount is \$20,000.
- If contributions received in the last fiscal year were up to \$200,000, then the required bond amount is \$30,000.
- If contributions received in the last fiscal year were \$200,000 and over, then the required bond amount is \$50,000.

**Solicitor License Application**  
INITIAL

**Bonds**

Attach applicable bond or other surety required by N.C.G.S. 131F-16(d) in the appropriate amount as follows:

Contributions received in last fiscal year	Required Bond Amount
Up to \$100,000	\$20,000
Up to \$200,000	\$30,000
\$200,000 and over	\$50,000

Attachment  
[Browse for Attachment](#)

- A bond must be in effect during the licensing period. Each license is valid for one year or a part of one year and expires on March 31 of each year.
- A bond may be in the form of a rider to a larger blanket liability bond.
- The bond must be signed by the principal obligor and the surety.
- The bond must be with a surety authorized to do business in North Carolina.
- Contact an insurance agent for information on where to obtain the necessary solicitor bond.

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Figure 176. Bonds attachment page

## Bond Information

- The bond must be in effect during the licensing period. Each license is valid for one year and expires on March 31<sup>st</sup> of each year.
- The bond may be in the form of a rider to a larger blanket liability bond.
- The bond must be signed by the principal obligor and the surety.
- The bond must be with a surety authorized to do business in North Carolina.
- Contact an insurance agent for information on where to obtain the necessary solicitor bond.

Select the **Browse for Attachment** link to upload your bond document.

Contributions received in each year	Required bond Amount
Up to \$100,000	\$20,000
Up to \$200,000	\$30,000
\$200,000 and over	\$50,000

[View Attachment: Test Sample Attachment.pdf](#) [Remove Attachment](#)

Attachment

[Browse for Attachment](#)

Attachment is required.

- A bond must be in effect during the licensing period. Each license is valid for one year or a part of one year and expires on March 31 of each year.
- A bond may be in the form of a rider to a larger blanket liability bond.
- The bond must be signed by the principal obligor and the surety.
- The bond must be with a surety authorized to do business in North Carolina.
- Contact an insurance agent for information on where to obtain the necessary solicitor bond.

[Previous](#) [Next](#)

Page 23 of 25

Figure 177. Browse for Attachment link

Click **Next**.

Select the **Browse for Attachment** link to upload the **Notarized Page**.

Home > Solicitor License Application

## Solicitor License Application

### INITIAL

**Notarized Page**

- Upload notarized page

Attachment

[Browse for Attachment](#)

- Instructions: Notary Public shall complete the Notarization Form including the county and state where applicant is signing the application, current date, Notary Public's printed name, signature, date of expiration of Notary Public's commission, and application of Notary seal (if applicable).

[Previous](#) [Next](#)

Page 24 of 25

Figure 178. Notarized page

Have a Notary Public complete the Notarization Form, including the county and state where the applicant is signing the application, current date, the Notary Public's printed name, signature, date of expiration of Notary Public's commission, and application of Notary seal (if applicable).

Click **Next**.

Enter the **applicant/third party contact information**.

Home > Solicitor License Application

### Solicitor License Application

INITIAL

#### Applicant/third party contact information

Name

Title

Business/Firm Name

Email address

Phone number

Fax Number

[Previous](#) [Next](#)

Page 25 of 25

Figure 179. Name and address entry fields

Click **Next**.

Home > Solicitor License Application

### Solicitor License Application

INITIAL

Preview application attachments

Application

1 of 2

North Carolina Department of the Secretary of State  
Charitable Solicitation Licensing Division  
P.O. Box 29622  
Raleigh, NC 27626-0622  
Telephone: 919-814-5400

**Solicitor License Application**  
Form Issue Date: 10/22/2003 Revised: 9/14/2023  
Page 1 of 2

1. Application Type:  Initial  Renewal

2. Applicant's Full Business Legal Name:  
American Heart

3. Applicant's Principal Telephone Number:  
(919) 814-5100

4. Applicant's Principal Street Address: 2 S. Salisbury Street  
City: Raleigh State: NC Zip Code: 27601

5. Applicant's Mailing Address: 2 S. Salisbury Street  
City: Raleigh State: NC Zip Code: 27601

6. Applicant's Internet Site Address:  
sosnc.gov

7. Applicant's Contact Person Email Address:  
LLogan@sosnc.gov

8. Legal Form of Applicant's Business:  
 Sole Proprietor / Individual  Corporation  General Partnership

Note: I reviewed the documents and they are correct.

[Previous](#) [Checkout](#)

Page 26 of 25

Figure 180. Checkout button

Click **Checkout**.

Select the checkbox indicating that you have reviewed the application for accuracy.

The screenshot shows a web form titled "Solicitor License Application" with a sub-header "INITIAL". Below the title is a section "Preview application attachments" with a dropdown menu set to "Application". A preview window displays a form with the following fields:

- 1. Application Type:  Initial  Renewal
- 2. Applicant's Full Business Legal Name: American Heart
- 3. Applicant's Principal Telephone Number: (919) 814-5100
- 4. Applicant's Principal Street Address: 2 S. S...
- City: Raleigh Zip Code: 27601
- 5. Applicant's Mailing Address: ...
- City: Raleigh State: NC Zip Code: 27601
- 6. Applicant's Contact Person Name: ...
- 7. Applicant's Contact Person Email Address: LLogan@sosnc.gov

At the bottom of the preview, there is a checkbox labeled "Note: I reviewed the documents and they are correct." which is highlighted by a large red arrow. Below the preview are "Previous" and "Checkout" buttons. The page number "Page 26 of 25" is visible at the bottom right.

Figure 181. Don't forget to select the "Note" checkbox

Click **Checkout**.

Select **Payment Type**.

For this example, we selected "Checking Account (ACH)."

The screenshot shows a web form titled "Submit a Filing". It features a "Fees Payment" table and a "Payment Details" section.

Fees Payment	
Filing/Certificate fee.	\$200.00
Electronic transaction fee. ⓘ	\$2.00
Total fee amount for this application. ⓘ	\$202.00

\* NOTE: Electronic Transaction Fees are not refundable

**Payment Details**

Payment type  
Checking Account (ACH) 0028

By clicking "Submit" below, I authorize the Secretary of State to debit my pre-established ACH (Automatic Clearing House) [bank account](#) for the total amount of fees indicated above.

**Pay and Submit**

Figure 182. Pay and Submit button

Click **Pay and Submit**.

Select **Print a Receipt for Your Records** to print a copy of your receipt.

Home > Charities > Submit a Filing

## Submit a Filing

### Fees Payment

Filing/Certificate fee.	\$200.00
Electronic transaction fee. ⓘ	\$2.00
Total fee amount for this application. ⓘ	\$202.00

\* NOTE: Electronic Transaction Fees are not refundable

### Payment Details

[Print a receipt for your records : 20855695](#)

### Receipt

Figure 183. Print receipt link

This is the end of the Solicitors Initial Application process.

## Solicitor’s Renewal Request

This is for applicants who say “Yes” to the question: “Have you already registered with the Secretary of State’s office?”

Select **Renewal Request**.

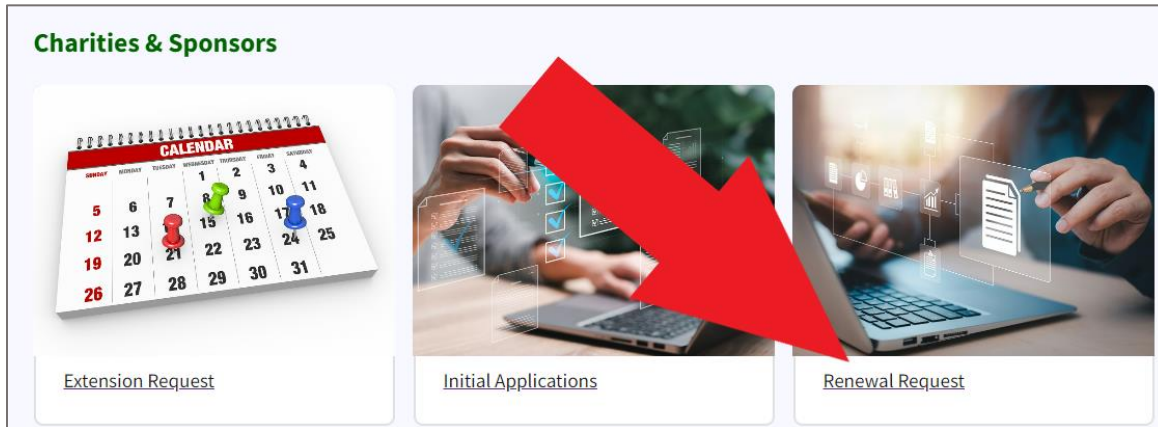


Figure 184. Select Renewal Request

This link takes you to the **Charities Check** page.

Select whether or not you have previously registered with the NC Secretary of State’s Office.

Select **Yes** from the dropdown.

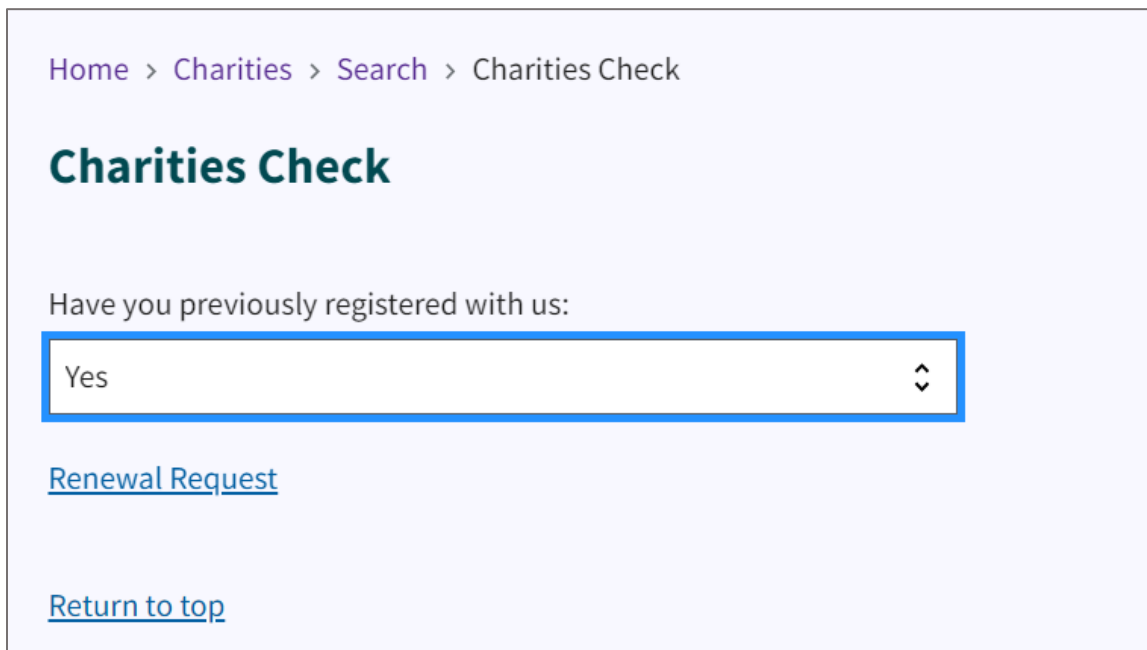
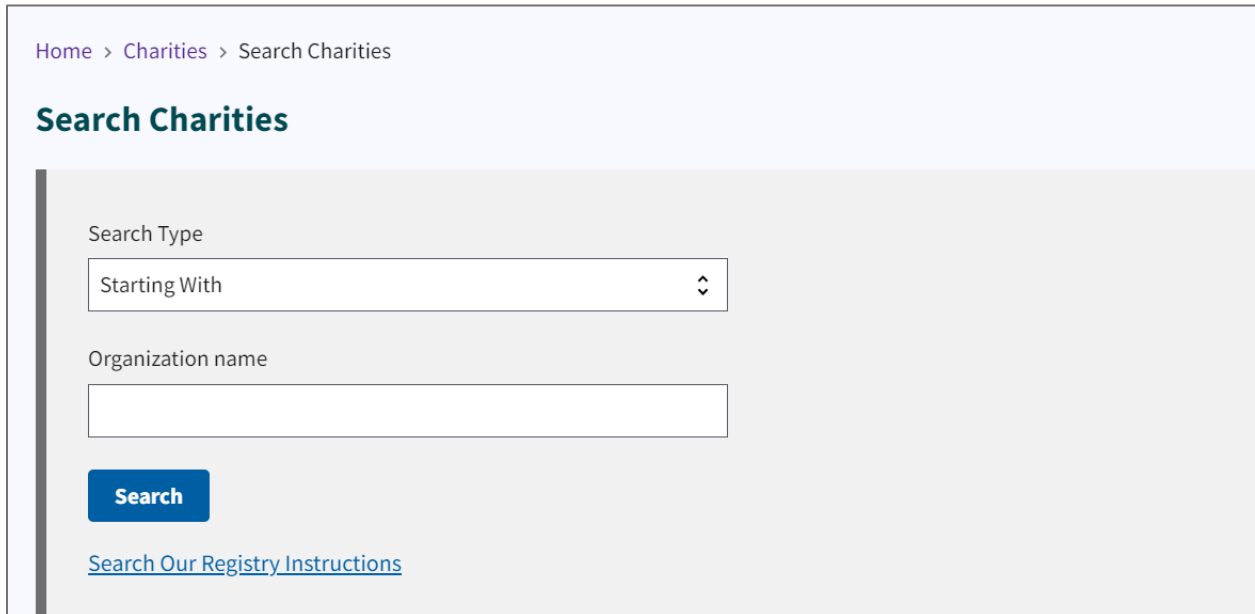


Figure 185. Yes selected

Click **Renewal Request**.

Enter the **organization name**.

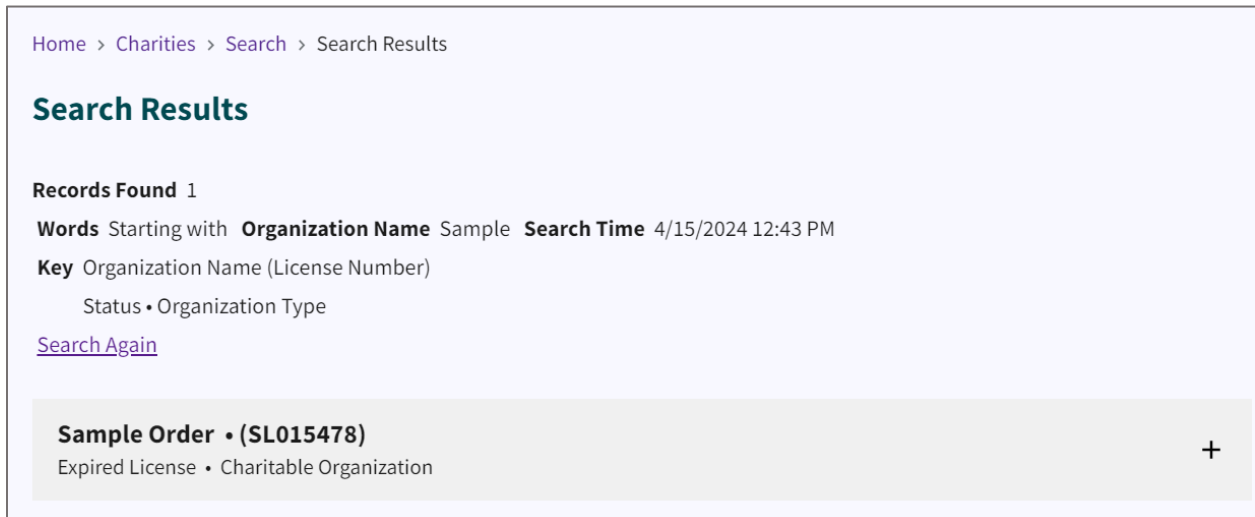


The screenshot shows a web interface for searching charities. At the top, there is a breadcrumb trail: Home > Charities > Search Charities. Below this is a heading "Search Charities". The main content area has a light gray background and contains a search form. The form includes a "Search Type" dropdown menu currently set to "Starting With". Below the dropdown is an empty text input field labeled "Organization name". A blue "Search" button is positioned below the input field. At the bottom of the form area, there is a blue link that says "Search Our Registry Instructions".

Figure 186. Organization name entry field

Click **Search**.

The Search Results display the name, status, and license number of the charitable organization.



The screenshot shows the search results page. The breadcrumb trail is Home > Charities > Search > Search Results. The heading is "Search Results". Below the heading, it says "Records Found 1". The search results are displayed as a list of items. The first item is "Sample Order • (SL015478)" with a plus sign (+) to its right. Below this item, it says "Expired License • Charitable Organization". Above the search results, there is a summary section with the following text: "Words Starting with Organization Name Sample Search Time 4/15/2024 12:43 PM", "Key Organization Name (License Number)", and "Status • Organization Type". There is also a blue link "Search Again" below the summary section.

Figure 187. Search results

Select the **plus (+) sign** beside the name to expand a tile of options.



Select **File a Renewal Online**.

**Records Found** 1

**Words** Starting with **Organization Name** Sample **Search Time** 4/15/2024 12:43 PM

**Key** Organization Name (License Number)  
Status • Organization Type

[Search Again](#)

---

**Sample Order • (SL015478)**  
Expired License • Charitable Organization

---

**CSL Legal** Sample Order  
**CSL Type** Charitable Organization  
**Status** Expired License  
**Expiration Date** 6/15/2023  
**License** SL015478  
[Document Filings](#)  
[File A Renewal Online](#)  
[More Information](#)

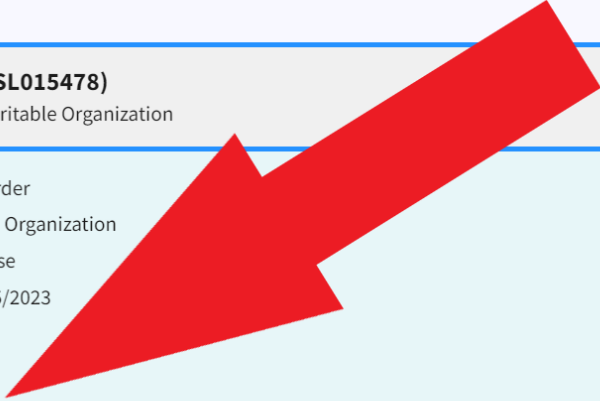


Figure 188. A red arrow points to the Renewal Online link

Enter the applicant’s full business **legal name**.

[Home](#) > Solicitor License Application

## Solicitor License Application

### RENEWAL

**Legal Name**

State the applicant’s full business legal name. If the applicant’s business legal name has changed, submit a copy of the document making the legal name change. N.C.G.S. §131F-16

Applicant’s full business legal name(Required)

**Next**

Page 1 of 25

Figure 189. Legal name entry field

Click **Next**.

Enter the applicant's **principal phone number**.

Home > Solicitor License Application

## Solicitor License Application

RENEWAL

### Contact Information

State the applicant's telephone number including area code.  
N.C.G.S. §131F-16(b)(1).

Applicant's principal phone number(Required)

[Previous](#) [Next](#)

Page 2 of 25

Figure 190. Principal phone number entry field

Click **Next**.

Enter the applicant's **principal street address**.

## Solicitor License Application

RENEWAL

### Applicant's principal street address

State the applicant's complete street address with sufficient detail to enable delivery of certified mail.

A Post Office Box address is not acceptable and a third party filer's address may not be used. N.C.G.S. §131F-16(b)(1).

Street address(Required)

City(Required)

State(Required)

NC - North Carolina

Zip code(Required)

Country(Required)

United States

[Previous](#) [Next](#)

Page 3 of 25

Figure 191. Principal's street address

Enter the **applicant's mailing address**.

The screenshot shows a web form titled "Solicitor License Application" with a sub-header "RENEWAL". The main heading is "Applicant's mailing address". Below this heading are two bullet points: "State the applicant's preferred mailing address including full address, city, state, and zip code with sufficient detail to enable delivery of certified mail if it differs from the principal street address." and "An applicant's third party filer's mailing address may not be listed here." The form contains five input fields: "Street address(Required)" (text box), "City(Required)" (text box), "State(Required)" (dropdown menu with "NC - North Carolina" selected), "Zip code(Required)" (text box), and "Country(Required)" (dropdown menu with "United States" selected). At the bottom left are "Previous" and "Next" buttons. At the bottom right is the text "Page 5 of 25".

Figure 192. Applicant's mailing address

Click **Next**.

Enter the **applicant's website URL**.

The screenshot shows a web form titled "Solicitor License Application" with a sub-header "RENEWAL". The main heading is "Website". Below this heading is the text "Applicant's website address(Required)" followed by a text input field. At the bottom left are "Previous" and "Next" buttons. At the bottom right is the text "Page 6 of 25".

Figure 193. Applicant's website address entry field

Click **Next**.

Enter the **applicant's contact email address**.

Home > Solicitor License Application

## Solicitor License Application

### RENEWAL

#### Applicant's contact email

An applicant's third party filer's contact person may not be listed here.

Applicant's contact person email address(Required)

[Previous](#) [Next](#)

Page 7 of 25

Figure 194. Applicant's contact email entry field

Click **Next**.

Select the **business type** radio button. See **Figure 195**.

Home > Solicitor License Application

## Solicitor License Application

### RENEWAL

#### Business information

Check the appropriate box for applicant's legal form of business per N.C.G.S. §131F-16(b)(2): sole proprietor/individual, corporation, general partnership, limited liability corporation, limited liability partnership, or other.

Sole Proprietor / Individual

Corporation

General Partnership

Limited Liability Corporation

Limited Liability Partnership

Other

[Previous](#) [Next](#)

Page 8 of 25

Figure 195. Business information radio buttons

Click **Next**.

For this example, we selected **Sole Proprietor/Individual**.

Home > Solicitor License Application

## Solicitor License Application

### RENEWAL

#### Business information

Check the appropriate box for applicant's legal form of business per N.C.G.S. §131F-16(b)(2): sole proprietor/individual, corporation, general partnership, limited liability corporation, limited liability partnership, or other.

Sole Proprietor / Individual

Corporation

General Partnership

Limited Liability Corporation

Limited Liability Partnership

Other

[Previous](#) [Next](#)

Page 8 of 25

Figure 196. Business type radio buttons example

Click **Next**.

Select the applicant's **state of establishment**.

Home > Solicitor License Application

## Solicitor License Application

### RENEWAL

#### State of establishment

Provide the name of the state where applicant's business was established, per N.C.G.S. §131F-16(b)(3).

Applicant's state of establishment

NC - North Carolina

[Previous](#) [Next](#)

Page 9 of 25

Figure 197. State of establishment dropdown

Click **Next**.

Enter the applicant's **date of establishment**.

Home > Solicitor License Application

## Solicitor License Application

### RENEWAL

#### Date of establishment

Provide the month, day, and year on which the applicant's business was established unless entity is a sole proprietor/individual, per N.C.G.S. §131F-16(b)(3).

Applicant's date of establishment

Figure 198. Date of establishment entry field

Click **Next**.

Attach documents that apply to your organization.

If you are a non-North Carolina (foreign) corporation, attach either a **Certificate of Existence** or **Certificate of Good Standing**.

Home > Solicitor License Application

## Solicitor License Application

### RENEWAL

#### Foreign corporation verification

**For non-NC corporations: provide either of the following to verify the applicant's current legal existence provide either of the following documents.**

**Certificate of Existence or Certificate of Good Standing**

Must be from the state of incorporation, and dated no more than six (6) months prior to date of signing of application.

Attachment  
[Browse for Attachment](#)

OR

**Webpage screenshot**

Must be found on a publicly accessible regulatory authority website

Figure 199. Attach document links for foreign (non-NC) corporations

You can attach a webpage screenshot by selecting the **Browse for Attachment** link.

The webpage must be found on a publicly accessible regulatory authority website dated no more than 30 days prior to the date the license application was signed.

Screenshot must include:

- Exact name of the entity as it appears on the license application
- Language clearly verifying its status as a corporation in good standing in the state of incorporation (i.e. “current” or “active”)
- Date the information was printed on the face of the document

**Webpage screenshot**

Must be found on a publicly accessible regulatory authority website dated no more than thirty (30) days prior to the date the license application was signed. The screenshot should include:

- Exact name of the entity as it appears on the license application.
- Language clearly verifying its status as a corporation in good standing in the state of incorporation (i.e. “current” or “active”).
- Date the information was printed on the face of the document.

Attachment  
[Browse for Attachment](#)

**For un-incorporated applicants**

If applicant is not incorporated in any state, provide copy of stamped “Certificate of Assumed Name” or “Certificate of Doing Business” filed with local Register of Deeds.

Attachment  
[Browse for Attachment](#)

**Previous** **Next**

Page 11 of 25

Figure 200. Webpage screenshot attachment link

Upload the webpage screenshot.

Click **Next**.

Select the radio button that answers: “If the applicant’s principal place of business is located outside North Carolina, does the applicant have any offices located in North Carolina?”

Home > Solicitor License Application

## Solicitor License Application

### RENEWAL

#### Offices in North Carolina

If applicant's principal place of business is located outside North Carolina, does applicant have any offices located in North Carolina?  
N.C.G.S. §131F-16(b)(1)

Yes

No

**Previous** **Next**

Page 12 of 25

Figure 201. Offices in NC radio buttons

Click **Next**.

Select the radio button that answers: “Are any of the applicant’s owners, directors, officers, or employees related as parent, spouse, child, or sibling to ANY of the applicant’s other directors, officers, owners, or employees?”

Home > Solicitor License Application

## Solicitor License Application

### RENEWAL

#### Related Employees

Are any of applicant's owners, directors, officers, or employees related as parent, spouse, child, or sibling to ANY of applicant's other directors, officers, owners, or employees? N.C.G.S. §131F-16(b)(5)(a).

Yes

No

**Previous** **Next**

Page 13 of 25

Figure 202. Related employees radio buttons



Select the radio button to answer: “Are any of the applicant’s owners, directors, officers, or employees related as parent, spouse, child, or sibling to ANY officer, director, trustee, or employee of any charitable organization or sponsor under contract with the applicant?”

Home > Solicitor License Application

## Solicitor License Application

RENEWAL

### Contract Relations

Are any of applicant's owners, directors, officers, or employees related as parent, spouse, child, or sibling to ANY officer, director, trustee, or employee of any charitable organization or sponsor under contract with applicant? N.C.G.S. §131F-16 (b)(5)(b).

Yes

No

[Previous](#) [Next](#)

Page 14 of 25

Figure 203. Contract Relations radio buttons

Click **Next**.

Select the radio button that answers: “Are any of the applicant’s owners, directors, officers, or employees related to ANY supplier or vendor providing goods or services to any charitable organization or sponsor under contract with the applicant?”

Home > Solicitor License Application

## Solicitor License Application

RENEWAL

### Vendor relations

Are any of applicant's owners, directors, officers, or employees related as parent, spouse, child, or sibling to ANY supplier or vendor providing goods or services to any charitable organization or sponsor under contract with the applicant? N.C.G.S. §131F-16 (b)(5)(c).

Yes

No

[Previous](#) [Next](#)

Page 15 of 25

Figure 204. Vendor Relations radio buttons

Click **Next**.

Select the radio button that answers: “Within the last five years, has the applicant, or ANY of the applicant’s directors, officers, employees, agents, or persons with a controlling interest in the applicant been convicted of any felony?”

Home > Solicitor License Application

## Solicitor License Application

RENEWAL

### Felony criminal offenses

Within the last five (5) years, has the applicant, or ANY of the applicant’s directors, officers, employees, agents, or persons with a controlling interest in the applicant: been convicted of any felony?  
N.C.G.S. §131F-16 (b)(6).

Yes  
 No

[Previous](#) [Next](#)

Page 16 of 25

Figure 205. Felony criminal offenses radio buttons

Click **Next**.

Select the radio button that answers: “Within the last five years, has the applicant, or any of the applicant’s directors, officers, employees, agents, or persons with a controlling interest in the applicant been convicted of any misdemeanor arising from the conduct of a solicitation for ANY charitable organization or sponsor or charitable or sponsor purpose?”

Home > Solicitor License Application

## Solicitor License Application

RENEWAL

### Misdemeanor criminal offenses

Within the last five (5) years, has the applicant, or any of the applicant’s directors, officers, employees, agents, or persons with a controlling interest in the applicant been convicted of any misdemeanor arising from the conduct of a solicitation for ANY charitable organization or sponsor or charitable or sponsor purpose? N.C.G.S. §131F-16 (b)(6).

Yes  
 No

[Previous](#) [Next](#)

Page 17 of 25

Figure 206. Misdemeanor criminal offenses radio buttons

Click **Next**.

Select the radio button that answers: “Within the last five years, has the applicant, or any of the applicant’s directors, officers, employees, agents, or persons with a controlling interest in the applicant been enjoined from violating any charitable solicitation law in this or any other state?”

The screenshot shows a web page titled "Solicitor License Application" with a sub-header "RENEWAL". The main heading is "Charitable solicitation law offenses". Below the heading is a paragraph of text: "Within the last five (5) years, has the applicant, or any of the applicant's directors, officers, employees, agents, or persons with a controlling interest in the applicant been enjoined from violating any charitable solicitation law in this or any other state? N.C.G.S. §131F-16 (b)(6)." There are two radio buttons: "Yes" (unselected) and "No" (selected). Below the radio buttons are two blue buttons: "Previous" and "Next". The page number "Page 18 of 25" is in the bottom right corner.

Figure 207. Charitable solicitation law offenses radio buttons

Click **Next**.

Select **Browse for Attachment** to attach a list of the names and physical addresses of all of the applicant’s officers, directors, and owners.

The screenshot shows a web page titled "Solicitor License Application" with a sub-header "RENEWAL". The main heading is "Additional officer information". Below the heading is a paragraph of text: "Attach a list of the names and physical residence addresses of all of applicant's officers, directors, and owners. N.C.G.S. §131F-16 (b)(4)." Below this is another paragraph: "This section must be completed for sole proprietorships, partnerships, and corporations of all types. P.O. Boxes are not accepted." There is a section labeled "Attachment" with a blue link "Browse for Attachment". Below the link are two blue buttons: "Previous" and "Next". The page number "Page 19 of 25" is in the bottom right corner.

Figure 208. Additional officer information upload attachment link

Click **Next**.

Using the **Browse for Attachment** link, attach a list of the name of all persons in charge of any solicitation activity.

The screenshot shows a web page titled "Solicitor License Application" with a sub-header "RENEWAL". The main heading is "Solicitation" in green. Below it, the text reads: "Attach a list of the names of all persons in charge of any solicitation activity. N.C.G.S. §131F-16(b)(7)." There is an "Attachment" section with a blue link "Browse for Attachment". At the bottom, there are two blue buttons: "Previous" and "Next". The page number "Page 20 of 25" is in the bottom right corner.

Figure 209. Solicitation list attachment link

Click **Next**.

Select the radio button to answer: "If Partnership or Corporation, does the applicant intend to cover multiple individuals with this single license?"

The screenshot shows a web page titled "Solicitor License Application" with a sub-header "RENEWAL". The main heading is "License" in green. Below it, the text reads: "If Partnership or Corporation, does applicant intend to cover multiple individuals with this single license? N.C.G.S. §131F-16(c)". There are two radio buttons: "Yes" (unselected) and "No" (selected). At the bottom, there are two blue buttons: "Previous" and "Next". The page number "Page 21 of 25" is in the bottom right corner.

Figure 210. License radio buttons

Click **Next**.

Select the **Browse for Attachment** link to attach an applicable bond or surety.

Home > Solicitor License Application

## Solicitor License Application

### RENEWAL

#### Bonds

Attach applicable bond or other surety required by N.C.G.S. 131F-16(d) in the appropriate amount as follows:

Contributions received in last fiscal year	Required Bond Amount
Up to \$100,000	\$20,000
Up to \$200,000	\$30,000
\$200,000 and over	\$50,000

Attachment  
[Browse for Attachment](#)

- A bond must be in effect during the licensing period. Each license is valid for one year or a part of one year and expires on

Figure 211. Bond attachment link

Click **Next**.

Upload the **Notarized Page** by selecting the **Browse for Attachment** link.

Home > Solicitor License Application

## Solicitor License Application

### RENEWAL

#### Notarized Page

- Upload notarized page

Attachment  
[Browse for Attachment](#)

- Instructions: Notary Public shall complete the Notarization Form including the county and state where applicant is signing the application, current date, Notary Public's printed name, signature, date of expiration of Notary Public's commission, and application of Notary seal (if applicable).

[Previous](#) [Next](#)

Page 23 of 25

Figure 212. Notarized Page upload attachment link

Click **Next**.

Enter the applicant's or third party's **name, title, business name, email address, phone number, and fax number.**

The screenshot shows a web form titled "Solicitor License Application RENEWAL". Under the heading "Applicant/third party contact information", there are six text input fields: "Name", "Title", "Business/Firm Name", "Email address", "Phone number", and "Fax Number". At the bottom left of the form area are two buttons: "Previous" and "Next". At the bottom right, it says "Page 24 of 25".

Figure 213. Contact information entry fields

Click **Next**.

A preview of the application displays all attached documents. Review your application and attachments.

Makes sure to select the **“Note”** checkbox.

The screenshot shows the "Solicitor License Application RENEWAL" page with a preview window open. The preview window displays a document titled "Solicitor License Application" with the following information:

- 1. Application Type:  Initial  Renewal
- 2. Applicant's Full Business Legal Name: American Heart Sample
- 3. Applicant's Principal Telephone Number: (919) 814-5100
- 4. Applicant's Principal Street Address: 2 S. Salisbury Street  
City: Raleigh State: NC Zip Code: 27601
- 5. Applicant's Mailing Address: 2 S. Salisbury Street  
City: Raleigh State: NC Zip Code: 27601
- 6. Applicant's Internet Site Address: sosnc.gov
- 7. Applicant's Contact Person Email Address: lLogan@sosnc.gov
- 8. Legal Form of Applicant's Business:  Sole Proprietor / Individual  Corporation  General Partnership

Below the preview window is a checkbox labeled "Note: I reviewed the documents and they are correct." which is checked. At the bottom left are "Previous" and "Checkout" buttons. At the bottom right, it says "Page 25 of 25".

Figure 214. Application preview window

Click **Checkout**.

Select the **Payment Type**, using the dropdown.

Home > Charities > Submit a Filing

### Submit a Filing

**Fees Payment**

Filing/Certificate fee.	\$200.00
Electronic transaction fee. ⓘ	\$3.00
Total fee amount for this application. ⓘ	\$203.00

\* NOTE: Electronic Transaction Fees are not refundable

**Payment Details**

Payment type

Figure 215. Payment Type dropdown

You can pay by either credit card or check (ACH).

**Fees Payment**

Filing/Certificate fee.	\$200.00
Electronic transaction fee. ⓘ	\$2.00
Total fee amount for this application. ⓘ	\$202.00

\* NOTE: Electronic Transaction Fees are not refundable

**Payment Details**

Payment type

By clicking "Submit" below, I authorize the Secretary of State to debit my pre-established ACH (Automatic Clearing House) [bank account](#) for the total amount of fees indicated above.

**Pay and Submit**

Figure 216. Pay and Submit button

Click **Pay and Submit**.

## Other

The **Other** section of the Online Filing page has two hyperlinks: **Amend a Filing** and **Continue a Filing**. See **Figure 217**.

### Amend a Filing

Select **Amend a Filing**.

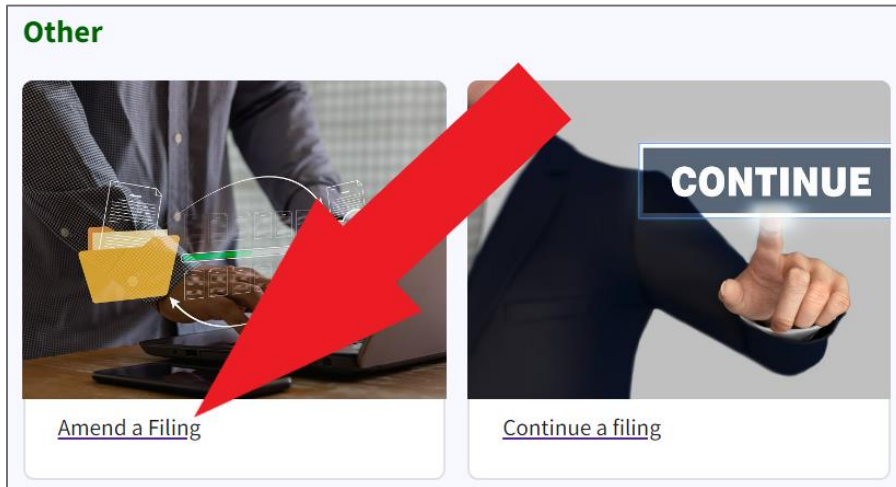


Figure 217. A red arrow points to the "Amend a Filing" link

You are prompted to log into your NC SOS website account if you have not done so already.

The link takes you to the **Amend an Existing Filing** page for your organization. See **Figure 218**.

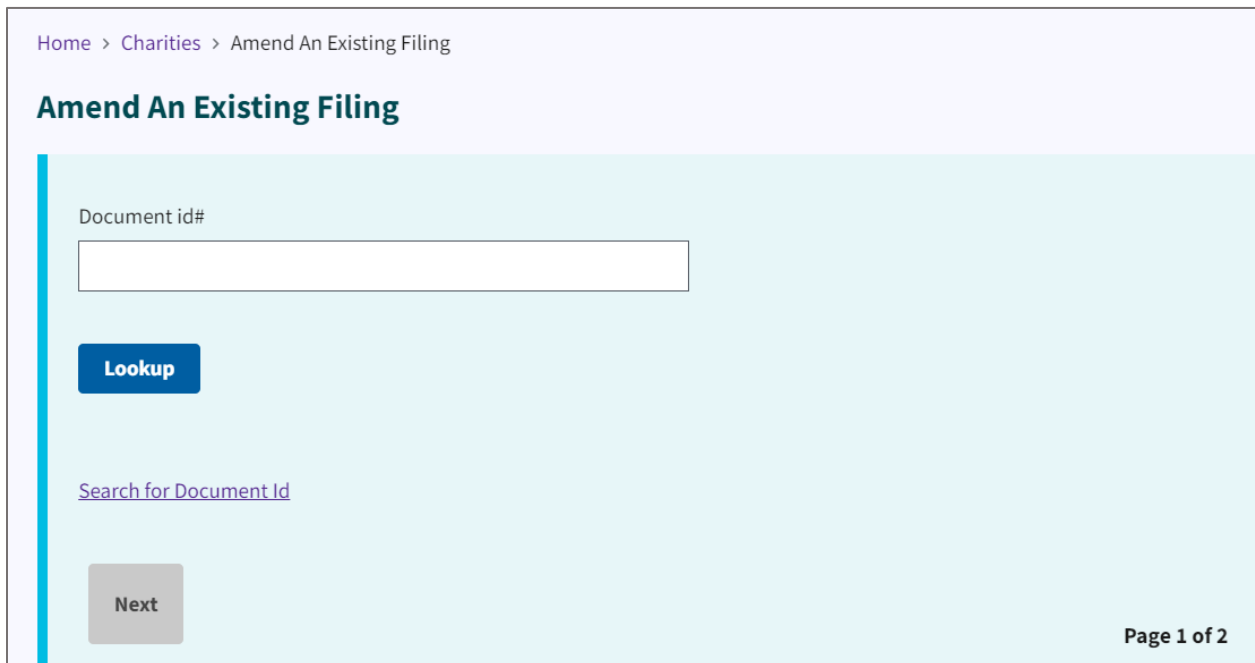
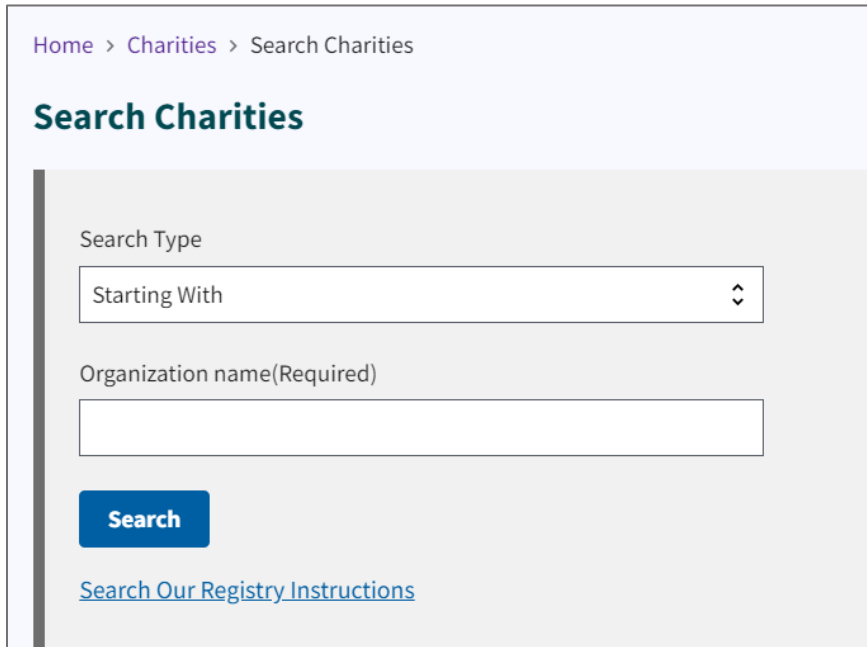
The image shows a screenshot of a web page titled "Amend An Existing Filing". At the top, there is a breadcrumb trail: "Home > Charities > Amend An Existing Filing". Below this, the main heading "Amend An Existing Filing" is displayed in a dark teal color. The main content area has a light teal background. It contains a form with a label "Document id#" and an empty white input field. Below the input field is a blue button with the text "Lookup". Underneath the "Lookup" button is a link that says "Search for Document Id". At the bottom left of the form area is a grey button with the text "Next". In the bottom right corner of the page, it says "Page 1 of 2".

Figure 218. Document ID Number



Enter your **organization name**.



Home > Charities > Search Charities

## Search Charities

Search Type

Starting With

Organization name(Required)

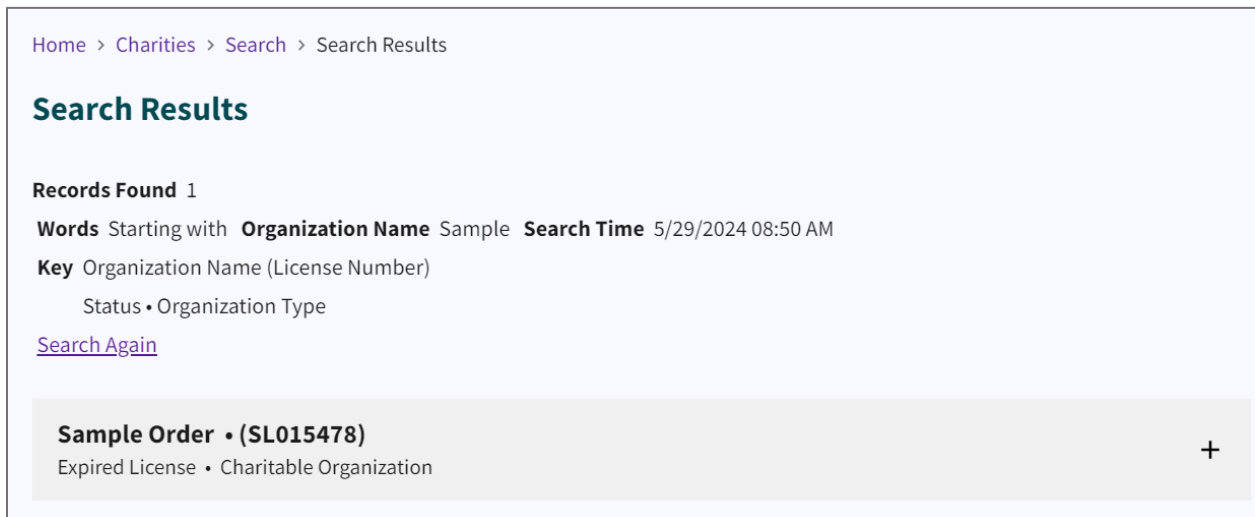
**Search**

[Search Our Registry Instructions](#)

Figure 219. Search entry fields

The Search Results display your organization’s information.

Select the plus (+) sign at the end of the row.



Home > Charities > Search > Search Results

## Search Results

**Records Found 1**

**Words** Starting with **Organization Name** Sample **Search Time** 5/29/2024 08:50 AM

**Key** Organization Name (License Number)

Status • Organization Type

[Search Again](#)

**Sample Order • (SL015478)** +

Expired License • Charitable Organization

Figure 220. Search Results page with plus sign

When you select the plus sign, a tile expands beneath the organization name row. See **Figure 221**.

Several linkable options display in the tile.

## Select More Information.

**Search Results**

**Records Found** 1

**Words** Starting with **Organization Name** Sample **Search Time** 5/29/2024 08:50 AM

**Key** Organization Name (License Number)  
Status • Organization Type

[Search Again](#)

---

**Sample Order • (SL015478)** —  
Expired License • Charitable Organization

---

**CSL Legal** Sample Order  
**CSL Type** Charitable Organization  
**Status** Expired License  
**Expiration Date** 6/15/2023  
**License** SL015478

[Document filings](#)  
[Upload an extension request](#)  
[File a renewal](#)  
[More information](#)

Figure 221. Expanded tile with links

When you select **More Information**, a more detailed screen with the organization’s information displays. See **Figure 222**.

Home > Charities > Search > Charitable Organization

### Charitable Organization

---

**Name** Sample Order  
**Phone** None  
**Fax** None  
**Contact Title** Account Manager  
**Status** Expired License  
**Registration #** SL015478  
**501c Type** Not Determined  
**CSL Exemption Type** Not CSL Exempt  
**Expiration Date** 6/15/2023  
**Expiration Date** 6/15/2023  
**Last Application Date** 5/21/2024

[Document Filings](#)  
[Contract Information](#)  
[Campaign Solicitation](#)  
[Campaign Final Reports](#)  
[Amend an Existing Filing](#)  
[Upload An extension Request](#)  
[File A Renewal Online](#)  
[File an Exemption Renewal Online](#)

Figure 222. Linkable options

## Select Amend an Existing Filing.

Select **Upload an Attachment**.



Figure 223. The Upload an Attachment link

Your Document ID Number appears in the Document ID# entry field.

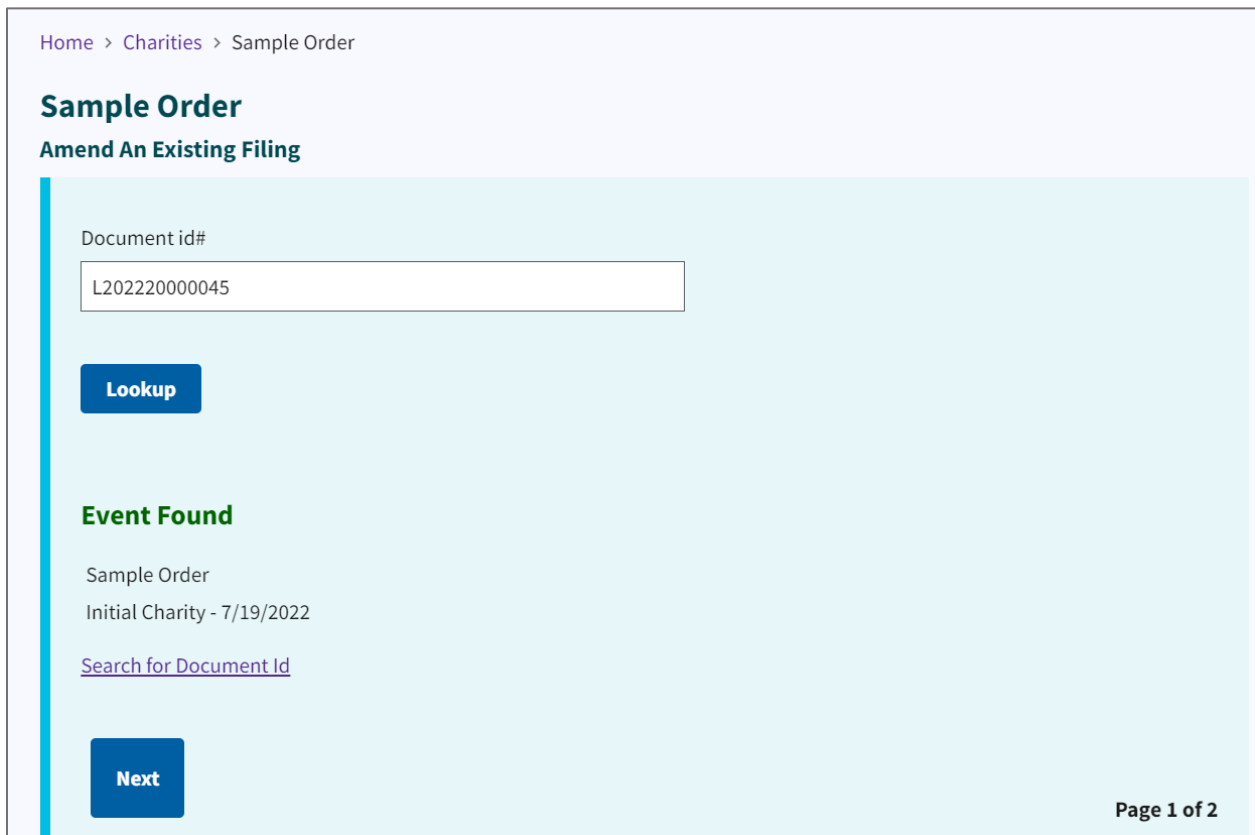
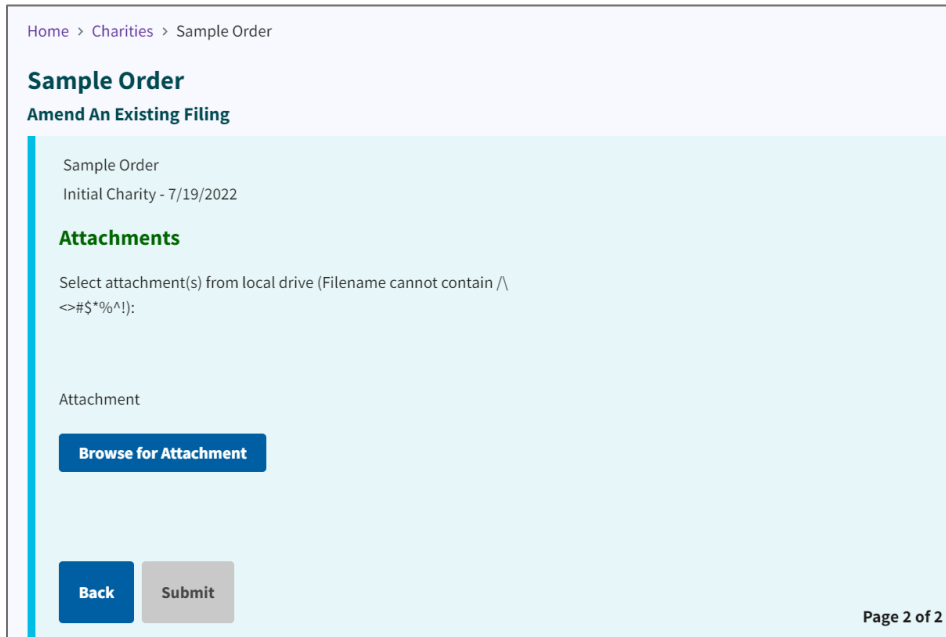


Figure 224. Document ID Number entry field

Click **Next**.

Click **Browse for Attachment**.



Home > Charities > Sample Order

### Sample Order

#### Amend An Existing Filing

Sample Order  
Initial Charity - 7/19/2022

#### Attachments

Select attachment(s) from local drive (Filename cannot contain \ / <> # \$ \* % ^ !):

Attachment

**Browse for Attachment**

**Back** **Submit**

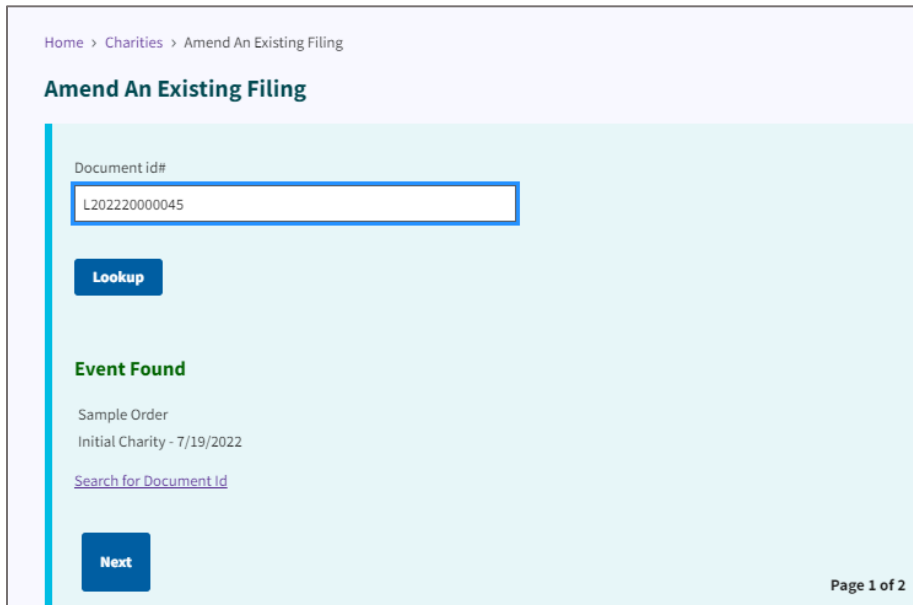
Page 2 of 2

Figure 225. Browse for Attachment button

Select the file for uploading.

Click **Submit**.

The Document ID # entry field displays a document ID number.



Home > Charities > Amend An Existing Filing

### Amend An Existing Filing

Document id#

**Lookup**

#### Event Found

Sample Order  
Initial Charity - 7/19/2022

[Search for Document Id](#)

**Next**

Page 1 of 2

Figure 226. Document ID Number search entry field

Click **Lookup**.

Attach your document by clicking **Browse for Attachment**.

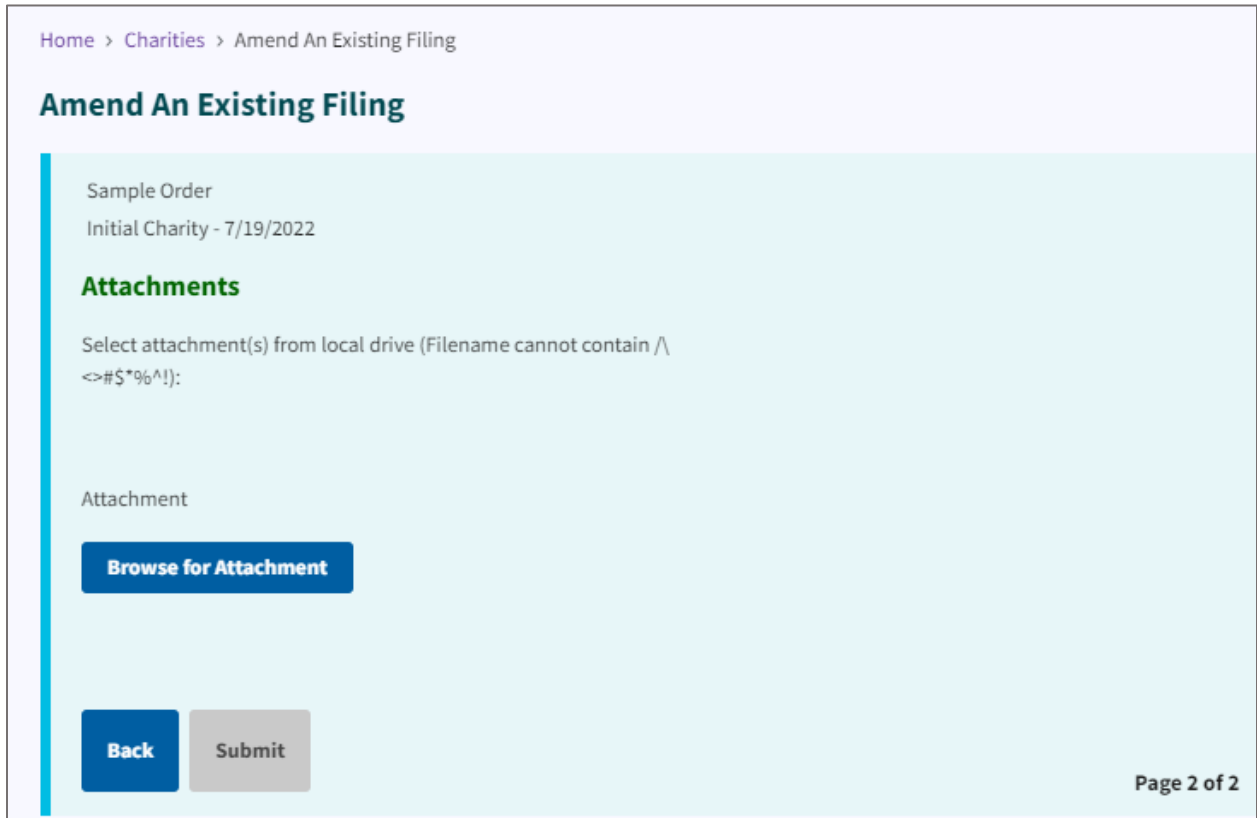


Figure 227. "Browse for Attachment" button

Select the file you want to upload.

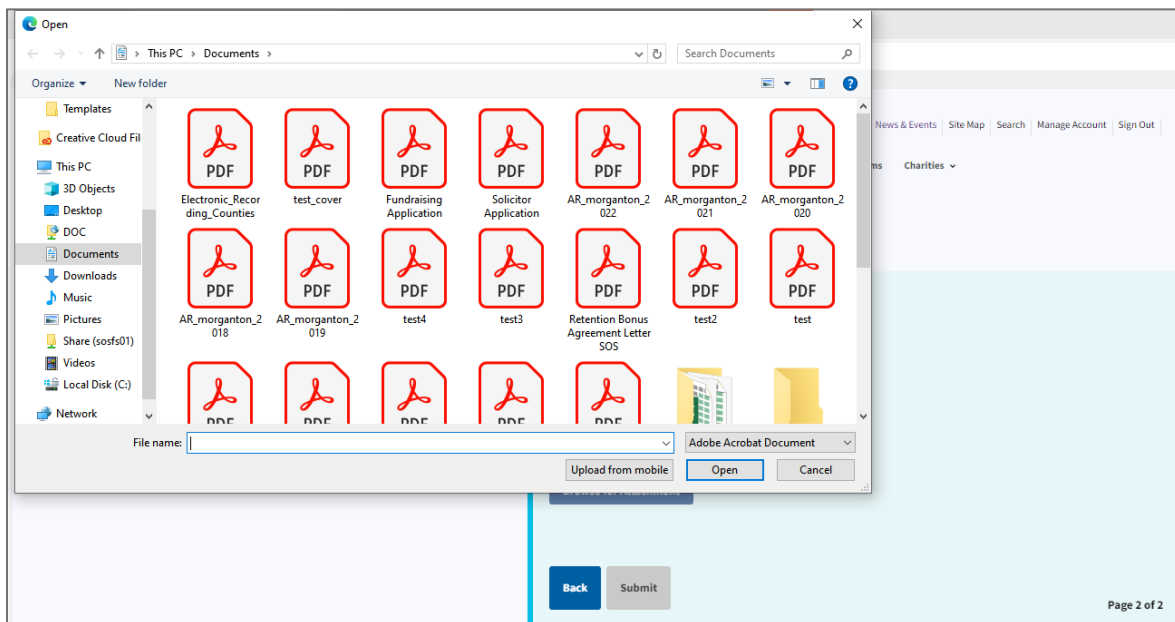


Figure 228. File selection box

The document you selected appears below the **Attachment Type** dropdown.

Home > Charities > Amend An Existing Filing

### Amend An Existing Filing

Sample Order  
Initial Charity - 7/19/2022

#### Attachments

Attachment type

Electronic\_Recording\_Counties.pdf

[View](#) [Remove](#)

Select attachment(s) from local drive (Filename cannot contain \ / <>#\*\$%^&!):

Attachment

[Browse for Attachment](#)

[Back](#) [Submit](#)

Page 2 of 2

Figure 229. Attachment Type dropdown with selected file name

Select the **Attachment Type** from the dropdown.

The attachment types are listed in **Figure 230**.

Home > Charities > Amend An Existing Filing

### Amend An Existing Filing

Sample Order  
Initial Charity - 7/19/2022

#### Attachments

Attachment type

- Application (completed 3 page document)
- Question 11 (Mission)
- Question 12 (Purpose)
- Question 13 (Major Program Activities)
- Question 15 (Federal Tax Exempt Determination Letter)
- Questions 16, 17 (Verification of Existence/Assumed Names)
- Question 18 (Other States Where Registered)
- Question 19 (Board List/Salaried Executive Personnel)
- Questions 20 (List person in charge of solicitation activities)
- Questions 21 (Person(s) responsible for custody of contributions)
- Questions 22 (Person with custody of financial records)
- Question 23 (Financial Information)
- Question 23 (Form 990)
- Question 23 (Form 990-EZ)
- Question 23 (Form 990-PF)
- Question 23 (Audit Information)
- Question 23 (Budget Information)
- Question 24 (Coventurer Fund. Disc. Form)
- Question 24 (Fundraising Disclosure Form(s))

[Back](#) [Submit](#)

Page 2 of 2

Figure 230. Attachment types

Click **Submit**.

A message displays telling you that your upload is processing.



Figure 231. Upload processing message

A “Success” message tells you the Upload a submission succeeded.



Figure 232. "Success" message

This is the end of the Amend a Filing process. You can select the “My Submission” link to view the filings on your profile.

## Continue a Filing

On the Online Filing page, select **Continue a Filing**.

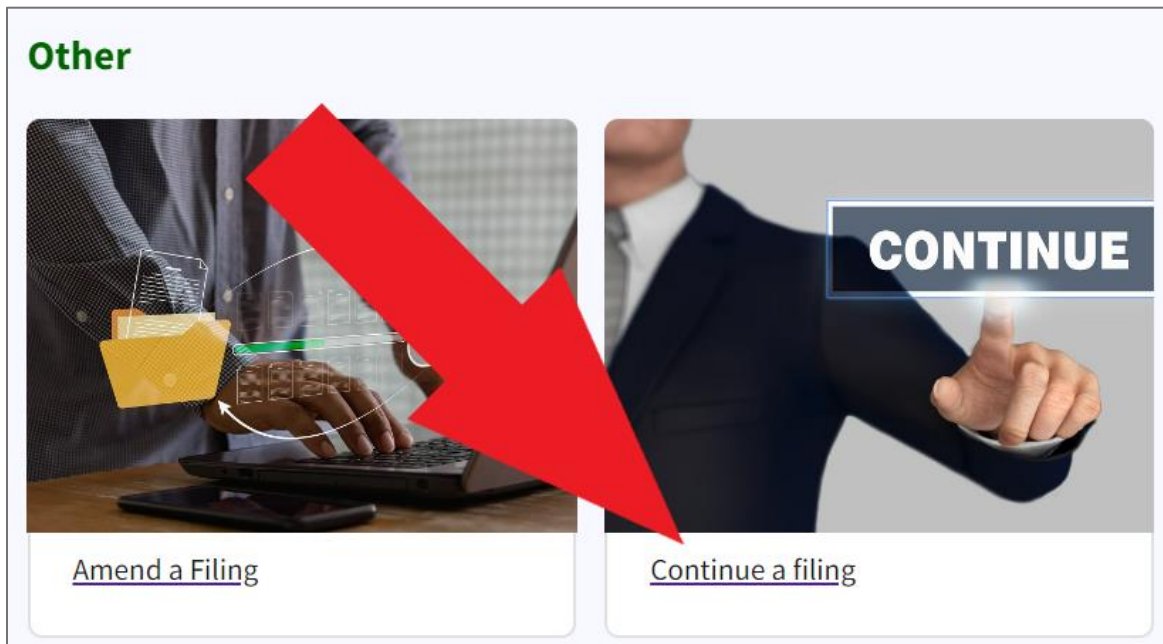


Figure 233. A red arrow points to the "Continue a Filing" link

This link takes you to the **Continue a Filing** page.



Figure 234. Continue a Filing page with links

Select **Continue**.



Enter the **legal name** of the applicant organization.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

1. Application type ⓘ  
Renewal Charity

2. N.C. Charitable solicitation license number ⓘ  
SL010863

3. Legal name of applicant organization(Required) ⓘ  
12by12by12, Inc.

[Save and Continue](#) [DevNext](#)

Page 1 of 36

Figure 235. Legal name entry field

Click **Save and Continue**.

Enter the **principal street address**.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

4. Principal street address: ⓘ

Street Name:(Required)

City

State  
NC - North Carolina

Zip code

Country  
United States

I certify this address is a valid street address.

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 2 of 36

Figure 236. Principal street address

Enter the **mailing address**.

Home > Charities > 12by12by12, Inc.

**12by12by12, Inc.**  
Solicitation License Application

6. Mailing address (may not be third party filer): [Copy Street Address](#) ⓘ

Street Name:(Required)

City

State

Zip code

Country

I certify this address is a valid street address.

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 237. Mailing address

Click **Save and Continue**.

Enter the **phone number, email address, and applicant website**.

Home > Charities > 12by12by12, Inc.

**12by12by12, Inc.**  
Solicitation License Application

7. Phone number(Required) ⓘ

8. Applicant's email address(Required) ⓘ (Required)

9. Applicant's website(Required) ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 238. Phone, email address, and website entry fields

Using the dropdown, answer the question: “Does the applicant have other locations in NC?”

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

10. Does the applicant have other locations in North Carolina?  
(Required) ⓘ

No

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 239. Dropdown for question

Click **Save and Continue**.

Enter the **organization’s charitable purpose**.

You can also attach the list by selecting the “**Browse for Attachment**” link.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

11. Charitable purpose for which applicant is organized (Limit to 2 lines or add an attachment) ⓘ

Attachment  
[Browse for Attachment](#)

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 6 of 36

Figure 240. Charitable purpose entry field

Click **Save and Continue**.

For this example, we entered a charitable purpose in **Figure 241**.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

11. Charitable purpose for which applicant is organized (Limit to 2 lines or add an attachment) ⓘ

Building homes for those in need.

Attachment  
[Browse for Attachment](#)

**Previous** **Save and Continue** **DevNext**

Page 6 of 36

Figure 241. Charitable purpose entry field

Enter the **charitable purpose for the solicited contributions**.

You can also attach the list by selecting the “**Browse for Attachment**” link.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

12. Charitable purpose for which solicited contributions will be used (Limit to 2 lines or add an attachment) ⓘ

Attachment  
[Browse for Attachment](#)

**Previous** **Save and Continue** **DevNext**

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Figure 242. Charitable purpose for solicited contributions entry field

Click **Save and Continue**.

For this example, we entered “Materials.”

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

12. Charitable purpose for which solicited contributions will be used (Limit to 2 lines or add an attachment) ⓘ

Materials.

Attachment  
[Browse for Attachment](#)

**Previous** **Save and Continue** **DevNext**

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Figure 243. Example with "Materials" in the entry field

Click **Save and Continue**.

Enter the **major program activities**.

You can also attach the list by selecting the “**Browse for Attachment**” link.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

13. Major program activities of applicant (Limit to 2 lines or add an attachment) ⓘ

Attachment  
[Browse for Attachment](#)

**Previous** **Save and Continue** **DevNext**

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Figure 244. Major program activities entry field

For this example, we entered “Builder and organizer of volunteers.” See **Figure 245**.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

13. Major program activities of applicant (Limit to 2 lines or add an attachment) ⓘ

Builder and organizer of volunteers

Attachment  
[Browse for Attachment](#)

**Previous** **Save and Continue** **DevNext**

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Figure 245. Example entry of "Builder and organizer of volunteers"

Click **Save and Continue**.

Select the **fiscal year end date**.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

14. Applicant's fiscal year end date(Required) ⓘ

January

Day

1

**Previous** **Save and Continue** **DevNext**

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Figure 246. Applicant's fiscal year end date

Using the dropdown, answer if your organization has received a federal tax exemption determination letter.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

15. Has applicant received a federal tax exemption determination letter?(Required) ⓘ

IRS tax exemption code ⓘ

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Figure 247. Federal tax exemption determination letter dropdowns

Click **Save and Continue**.

Select the **state of establishment**.

Select the **date of establishment**.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

16. Applicant's state of establishment(Required) ⓘ

Applicant's date of establishment ⓘ

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Figure 248. State and date of establishment dropdown and entry field

Enter a **list of names** used by the applicant in solicitation of contributions other than the applicant’s legal name.

You can also attach the list by selecting the “**Browse for Attachment**” link.

The screenshot shows a web application interface for a 'Solicitation License Application' for '12by12by12, Inc.'. The breadcrumb trail is 'Home > Charities > 12by12by12, Inc.'. The page title is '12by12by12, Inc. Solicitation License Application'. The main content area contains a question: '17. List all names used by applicant in the solicitation of contributions other than the applicant legal name. ⓘ'. Below the question is a large, empty text input field. Underneath the input field, there is an 'Attachment' section with a blue link labeled 'Browse for Attachment'. At the bottom of the form, there are three blue buttons: 'Previous', 'Save and Continue', and 'DevNext'. The page number 'Page 11 of 36' is displayed in the bottom right corner.

Figure 249. Name list of other names used in the solicitation of contributions

Click **Save and Continue**.

Enter a **list of all the states** where the applicant is authorized to solicit in other than NC.

You can also attach the list by selecting the “**Browse for Attachment**” link.



Enter a **list of names and street addresses** for directors, officers, trustees, and salaried executive personnel for the current fiscal year.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

18. List of all states where applicant is authorized to solicit contributions other than North Carolina. ⓘ

Attachment  
[Browse for Attachment](#)

**Previous** **Save and Continue** **DevNext**

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Figure 250. List of states the applicant is authorized to solicit in other than NC - entry field

You can also attach the list by selecting the **“Browse for Attachment”** link.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

19. List of names and street addresses of directors, officers, trustees, and salaried executive personnel for current fiscal year. (The applicant’s street address may be used.) ⓘ

Attachment  
[Browse for Attachment](#)

**Previous** **Save and Continue** **DevNext**

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Figure 251. Entry field for a list of names and street addresses

Click **Save and Continue**.

Enter a **list of names of individuals or officers** in charge of any solicitation activities.

You can also attach the list by selecting the “**Browse for Attachment**” link.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

20. List of names of individuals or officers in charge of any solicitation activities. ⓘ

Attachment  
[Browse for Attachment](#)

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 252. Entry field for a list of names of individuals or officers in charge of solicitation

Click **Save and Continue**.

Enter a **list of names, street addresses, and phone numbers** of individuals or officers who have final responsibility for custody and/or final distribution of contributions.

You can also attach the list by selecting the “**Browse for Attachment**” link.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

21. List of names, street addresses, and phone numbers of individuals or officers who have final responsibility for custody and/or final distribution of contributions. ⓘ

Attachment  
[Browse for Attachment](#)

[↶](#) [Save and Continue](#) [DevNext](#)

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Figure 253. Entry field for a list of names, street addresses, and phone numbers

Click **Save and Continue**.

Enter the **name**, **street address**, and **phone number** for the individual who has custody of the applicant's financial records (if the applicant does not maintain an office in NC).

Home > Charities > 12by12by12, Inc.

**12by12by12, Inc.**  
Solicitation License Application

22. Name, street address, and phone number of individual who has custody of applicant's financial records (if applicant does not maintain an office in North Carolina). ⓘ

First

Middle

Last

Suffix

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 254. Entry fields for the name of individual with custody of the applicant's financial records

Click **Save and Continue**.

Enter the **phone number** and **street address** of the individual with custody of the applicant's financial records.

Home > Charities > 12by12by12, Inc.

**12by12by12, Inc.**  
Solicitation License Application

Phone number

Street Address  
Street Name:(Required)

City

State  
NC - North Carolina

Zip code

Country  
United States

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 255. Entry fields for the phone number and street address of the individual with custody of the financial records

Click **Save and Continue**.

Attach financial information by selecting the “Browse for Attachment” links that apply to your situation.

On this page, you can attach the following:

- IRS Form 990 or 990-EZ (with dated signature of authorized official)
- Audited financial statement
- North Carolina Annual Financial Report Form
- Proposed budget for current fiscal year (if newly established)

Home > Charities > 12by12by12, Inc.

## 12by12by12, Inc.

### Solicitation License Application

23. Financial information: Include with the application at least one of the following documents with financial information for the immediate preceding fiscal year. ⓘ

- IRS Form 990 or 990-EZ (With dated signature of authorized official. May be split into smaller attachments.) ⓘ  
  
Attachment  
[Browse for Attachment](#)
- Audited financial statement ⓘ  
  
Attachment  
[Browse for Attachment](#)
- [North Carolina Annual Financial Report Form](#) ⓘ  
  
Attachment  
[Browse for Attachment](#)
- For newly established applicants with no financial history, a proposed budget for the current fiscal year including projected revenues and expenses must be submitted. ⓘ  
  
Attachment  
[Browse for Attachment](#)

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Figure 256. "Browse for Attachment" links for financial documents

Click **Save and Continue**.

Using the dropdown, select the answer to “Does the applicant intend to enter into, presently have contract(s) with any person who qualifies as a fundraising consultant, solicitor, or coventurer?”

Using the second dropdown, answer the question: “Did the applicant have a contract(s) with any person who qualifies as a fundraising consultant, solicitor, or coventurer within the last 12 month period?”

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

24. Contract(s) information: Does applicant intend to enter into, presently have a contract(s) with any person who qualifies as a fundraising consultant, solicitor, or coventurer?(Required) ⓘ

Did the applicant have a contract(s) with any person who qualifies as a fundraising consultant, solicitor, or coventurer within the last 12 month period?(Required) ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 257. Entry fields for answers to two questions

Click **Save and Continue**.

Using the dropdown, answer the question: “Is the applicant applying as a parent organization for one or more subordinate organizations located in North Carolina?” See **Figure 258**.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

25. Consolidated application information: Is applicant applying as a parent organization for one or more subordinate organization(s) (chapter, branch, member or affiliate) located in North Carolina? (Required) ⓘ

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Figure 258. Dropdown for the question: “Is the applicant applying as a parent organization for one or more subordinate organizations located in NC?”

Using the dropdown, answer the question: “Is the applicant a United Way, United Arts Fund, community chest, or other federation of independent charitable organizations which have voluntarily joined together for the purpose of raising and distributing contributions and where membership does not confer operating authority and control of the individual group organization upon the federated group organization?”

The screenshot shows a web interface for a "Solicitation License Application" for "12by12by12, Inc.". The breadcrumb trail is "Home > Charities > 12by12by12, Inc.". The page title is "12by12by12, Inc. Solicitation License Application". The main content area contains question 26: "26. Federated Fundraising Organization information: Is applicant a United Way, United Arts Fund, community chest, or other federation of independent charitable organizations which have voluntarily joined together for the purpose of raising and distributing contributions and where membership does not confer operating authority and control of the individual group organization upon the federated group organization?(Required) ⓘ". Below the question is a dropdown menu. At the bottom of the form, there are three buttons: "Previous", "Save and Continue", and "DevNext". The page number "Page 14 of 36" is located in the bottom right corner.

Figure 259. Dropdown for the federation of independent charitable organizations question

Click **Save and Continue**.

Using the dropdown, answer the question: “Does the applicant compensate (in any capacity) any officer, trustee, organizer, incorporator, fundraiser, or solicitor?”

The screenshot shows a web interface for a "Solicitation License Application" for "12by12by12, Inc.". The breadcrumb trail is "Home > Charities > 12by12by12, Inc.". The page title is "12by12by12, Inc. Solicitation License Application". The main content area contains question 27: "27. Does applicant compensate (in any capacity) any officer, trustee, organizer, incorporator, fundraiser or solicitor?(Required) ⓘ". Below the question is a dropdown menu. At the bottom of the form, there are three buttons: "Previous", "Save and Continue", and "DevNext". The page number "Page 14 of 36" is located in the bottom right corner.

Figure 260. Dropdown for applicant compensation of others question

Click **Save and Continue**.

Using the dropdown, answer the question: “Has the applicant or any of its officers, directors, trustees, or salaried executive personnel been enjoined from soliciting contributions in any jurisdiction?”

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

28. Has applicant or any of its officers, directors, trustees, or salaried executive personnel been enjoined from soliciting contributions in any jurisdiction?(Required) ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 261. Dropdown for enjoined question

Click **Save and Continue**.

Using the dropdown, answer the question: “Has the applicant or any of its officers, directors, trustees, or salaried executive personnel been found to have engaged in unlawful practices in the solicitation of contributions or the administration of charitable assets in any jurisdiction within the last five years?”

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

29. Has applicant or any of its officers, directors, trustees, or salaried executive personnel been found to have engaged in unlawful practices in the solicitation of contributions or the administration of charitable assets in any jurisdiction within the last 5 years?(Required) ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 262. Dropdown for the unlawful practices question

Click **Save and Continue**.

Using the dropdown, answer the question: “Has the applicant had its authority denied, suspended, or revoked by any governmental agency within the last five years?”

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

30. Has applicant had its authority denied, suspended, or revoked by any governmental agency within the last 5 years?(Required) ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 263. Dropdown for the authority denied question

Click **Save and Continue**.

Using the dropdown, answer the question: “Has the applicant entered into any assurance of voluntary compliance or similar agreement in any jurisdiction?”

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

31. Has applicant entered into any assurance of voluntary compliance or similar agreement in any jurisdiction?(Required) ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 264. Dropdown for the assurance of voluntary compliance question

Click **Save and Continue**.



Enter the amount of contributions received in the immediate preceding fiscal year.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

32. Amount of N.C.G.S. §131F-2(5) contributions received in immediate preceding fiscal year(Required)  
Enter Contributions

Calculated license fee amount ⓘ

Calculation of Late Fee: \$25.00 per month following expiration of last 60 or 90 day extension calculated on the fifteenth day of each month past the extension date. ⓘ

Electronic transaction fee. ⓘ

Total fee amount for this application ⓘ

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 14 of 36

Figure 265. Entry fields for amount of contributions received

Click **Save and Continue**.

Enter the **organization contact name, title, email address, and phone number**.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

33. Organization contact Name

Title

Organization contact email:

Phone number

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 14 of 36

Figure 266. Entry fields for organization contact name, title, email, and phone

Click **Save and Continue**.

Select the “**Browse for Attachment**” link to upload a PDF copy of the **Notary Signature Form**. The Notary Seal must be legible on the uploaded form, and it must be in PDF file format.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

Applicant Signature Page:

The completed, signed and notarized signature page must be uploaded now as part of online application process.

Attachment  
[Browse for Attachment](#)

A copy of the Notary Signature Form can be [found here](#)-->

- The completed Notary Signature Form must be uploaded as a PDF
- Submission of a blank notary page will result in automatic rejection of the application
- The Notary Seal must be legible on the uploaded form, otherwise your application will be rejected

[Previous](#) [Next](#) [DevNext](#)

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Figure 267. Applicant Signature page

Click **Next**.

Using the dropdown, select “Yes” or “No” in response to the application submission agreement.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

I understand that:

- This license application is incomplete until the fully completed, notarized signature page is received by CSL electronically as part of the application online filing.
- I am responsible for maintaining the paper original inked, signed and notarized signature page in my own records for three years as required by N.C.G.S. §131F-32.
- The records shall be made available to the Department for inspection and shall be furnished no later than 10 days after the request was made as required by N.C.G.S. §131F-32.
- The ten (10) days review period for CSL to approve or deny this license application per N.C.G.S. §131F-5 SHALL NOT BEGIN until the date on which CSL receives a completed application, including this fully completed notarized signature page.
- Applicable late fees are assessed based on the date a completed application, including this completed notarized document is received by CSL.

Select here Yes or No

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 14 of 36

Figure 268. Application submission agreement dropdown

Click **Save and Continue**.

Enter the **filer's name**.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

34. Filer contact information (optional) ⓘ

Name

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 269. Filer's name entry field

Enter the **filer's street address**.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

Street address

Street Name:(Required)

City

State

Zip code

Country

[Previous](#) [Save and Continue](#) [DevNext](#)

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Figure 270. Filer's street address

Click **Save and Continue**.

Enter the filer's contact **phone number** and **email address**.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

Phone number

Filer's email address

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 14 of 36

Figure 271. Filer's phone number and email address

Using the dropdown, select the application and attachment you would like to preview.

Home > Charities > 12by12by12, Inc.

### 12by12by12, Inc.

#### Solicitation License Application

Preview Application & Attachments

[Previous](#) [Save and Continue](#) [DevNext](#)

Page 14 of 36

Figure 272. Preview dropdown

After you review the application and attachments for accuracy, click **Save and Continue**.

The Fees and Payment page displays the fees that are due.

Click **Submit**.

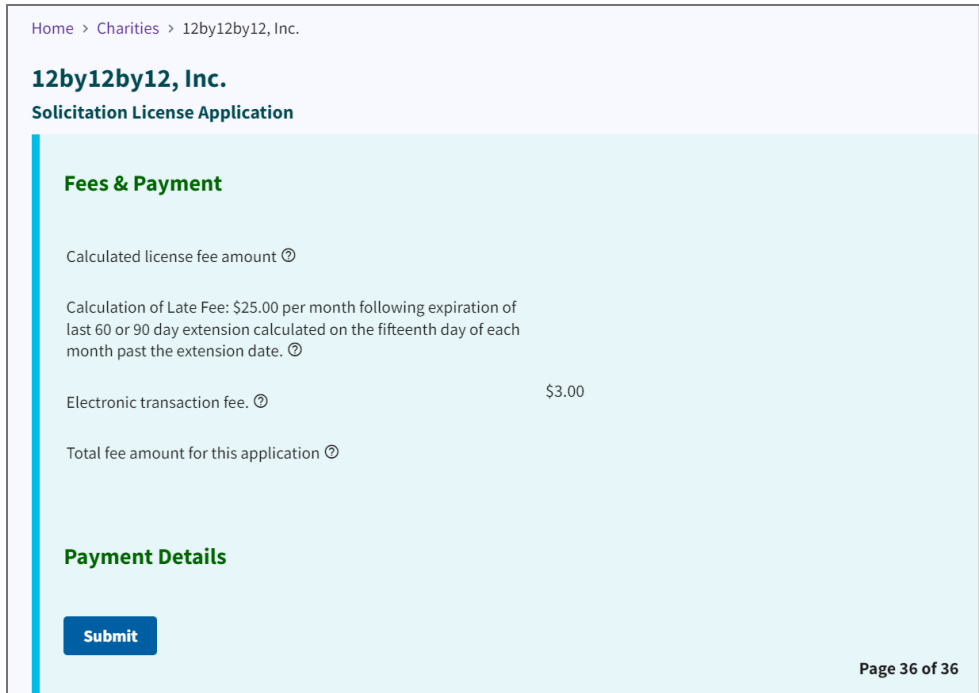


Figure 273. Fees and Payment page

After you click the Submit button, a confirmation of your submission appears at the bottom in the words “Transaction Complete.”

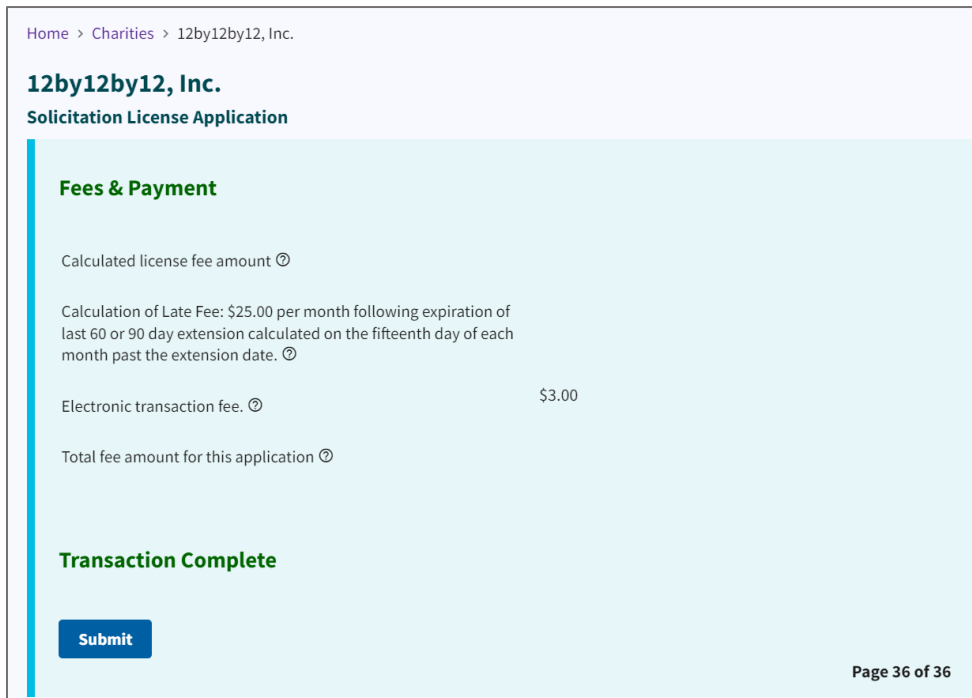


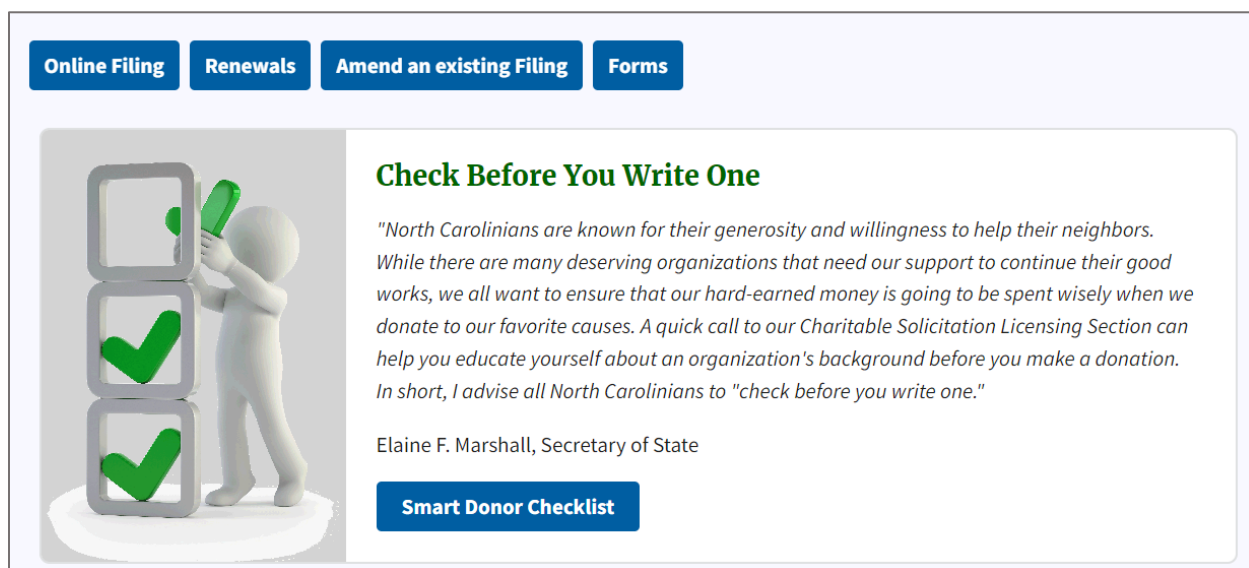
Figure 274. Transaction Complete message on webpage

This is the end of the **Continue a Filing** process.

## Check Before You Write One

In the **Check Before You Write One** section of the Charities main page, there is a quote by the NC Secretary of State, Elaine F. Marshall:

*“North Carolinians are known for their generosity and willingness to help their neighbors. While there are many deserving organizations that need our support to continue their good works, we all want to ensure that our hard-earned money is going to be spent wisely when we donate to our favorite causes. A quick call to our Charitable Solicitation Licensing Section can help you educate yourself about an organization’s background before you make a donation. In short, I advise all North Carolinians to ‘check before you write one.’”* —Elaine F. Marshall, NC Secretary of State



**Online Filing** **Renewals** **Amend an existing Filing** **Forms**

### Check Before You Write One

*“North Carolinians are known for their generosity and willingness to help their neighbors. While there are many deserving organizations that need our support to continue their good works, we all want to ensure that our hard-earned money is going to be spent wisely when we donate to our favorite causes. A quick call to our Charitable Solicitation Licensing Section can help you educate yourself about an organization’s background before you make a donation. In short, I advise all North Carolinians to “check before you write one.”*

Elaine F. Marshall, Secretary of State

**Smart Donor Checklist**

Figure 275. Check before You Write One section

Below Secretary Marshall’s quote is a **Smart Donor Checklist** button.

Click **Smart Donor Checklist**.

This link takes you to a PDF copy of the Smart Donor Checklist. See **Figure 276**.

The checklist lists questions that you can ask a charitable organization before donating your money. The checklist also includes tips for safe donation.

- Don’t give credit card information over the phone or email.
- Don’t give bank account information over the phone or email.
- Don’t agree to pay in cash and never mail cash.
- Don’t send a donation without checking the facts about the organization.

# Donor's Telephone Checklist

*Be a Smart Donor...*

*"Check Before You Write One"*

Date:	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	<b>REMEMBER:</b> <b><u>Who's Asking for My Money?</u></b> It pays to know: <b>Solicitors</b> are for-profit businesses hired to call and ask for donations. Most are honest, but all take a cut of your donation as a fee for their work. ✓ Ask solicitors how much of your donation the charity will actually receive. <b>Organizations</b> are usually <b>charities</b> , but can also be civic groups, labor unions, or other entities — what they are affects whether all, part, or none of your contribution is tax deductible. ✓ Ask the caller to mail you written information that you can review before making a decision to donate.
Caller's Name:	Caller's Telephone Number:	
Is the caller being paid to call you? <input type="checkbox"/> Yes <input type="checkbox"/> No (volunteer)		
<b>(IF YES) Who pays the caller?</b> <input type="checkbox"/> the charity (employee) <input type="checkbox"/> another company (solicitor)		
Solicitor's Name:	Solicitor's Website:	
Solicitor's Street Address:		
Is Solicitor licensed to solicit in North Carolina? <input type="checkbox"/> YES <input type="checkbox"/> NO	Solicitor License Number:	Date License Expires:
Charity's Full Name:		<b><u>What's in a Name?</u></b> More than you think. Many scam artists use names that are <b>almost</b> the same as those of widely known or trusted charity organizations. Write down the name you're given, and take time to double check. Legitimate charities won't mind.
Charity's Street Address:		
Charity's Telephone Number:	Charity's Website:	
Is Charity licensed to solicit in North Carolina? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> EXEMPT	(IF EXEMPT) Why?	<b><u>Know the Difference:</u></b> • <b>Tax Exempt</b> only means the <b>organization</b> does not have to pay taxes. • <b>Tax Deductible</b> means <b>you</b> can deduct some or all of your contribution on your federal tax return.
License Number:	Date License Expires:	
For what purpose will my contribution be used?		
How much (what percentage) of my contribution will be used for this purpose?		
Are contributions for the solicited purpose or group tax deductible for me? <input type="checkbox"/> YES <input type="checkbox"/> NO		
[IF YES] What percentage of my donation is tax deductible for me?		
[IF NO] Why not?		
Will I receive a written receipt for my tax records? <input type="checkbox"/> YES <input type="checkbox"/> NO [IF YES] When?		
Notes:		
<b><i>Whoa, Slow Down, Buddy!</i></b> Remember when folks were polite on the phone? Most legitimate charities still are, and enjoy discussing their programs with potential donors. Be suspicious if your caller: ✓ Talks very quickly or drones as if reading; ✓ Is impolite or demands immediate payment; ✓ Can't or won't answer reasonable questions (like the ones on this checklist).		
<b><i>It's Your Money... It's Your Decision... Choose Wisely Before You Give.</i></b>		

**SMART DONORS DON'T:**

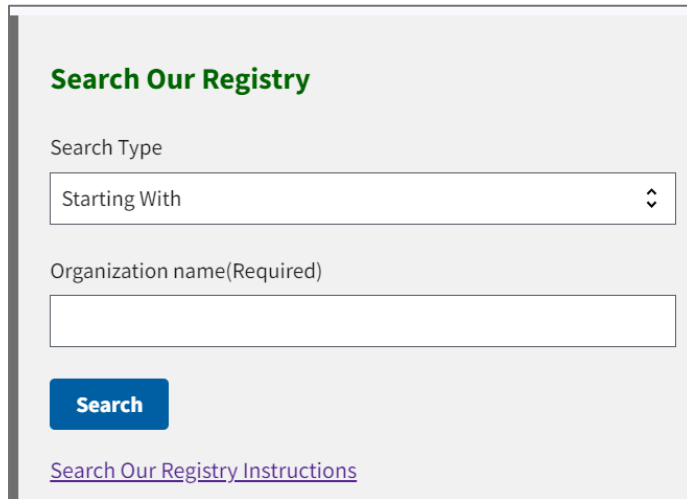
- > Give Credit Card Information over the phone or email
- > Give Bank Account Information over the phone or email
- > Agree to pay in or mail cash
- > Send a donation without checking the facts

*Have a Question? Call or Write us at:*  
**North Carolina Department of the Secretary of State**  
**Charitable Solicitation Licensing Division**  
**P.O. Box 29622**  
**Raleigh, NC 27626-0622**  
**Telephone: 919-814-5400**  
**Toll Free: 1-888-830-4989**  
**Email: [csi@sosnc.gov](mailto:csi@sosnc.gov)**  
**Elaine F. Marshall, Secretary of State**

Figure 276. Smart Donor Checklist

## Search Charities

The **Search Charities tool** is in the middle of the Charities main page.

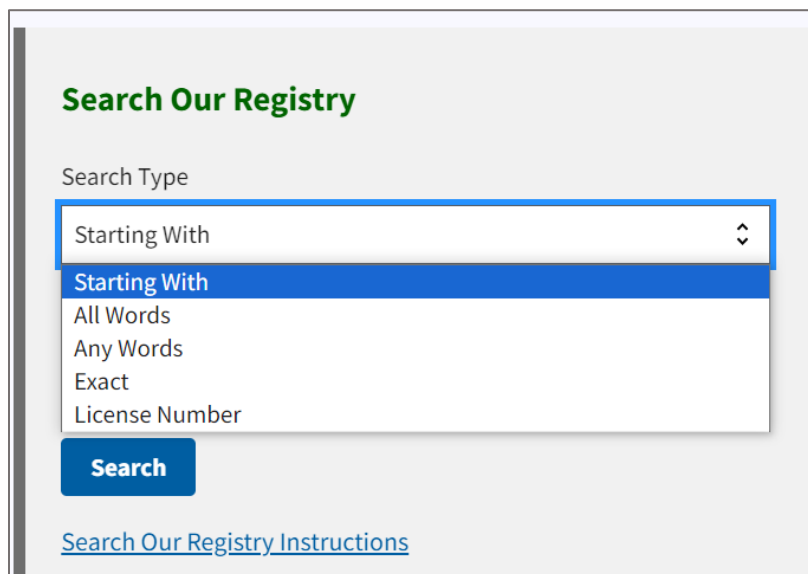


The screenshot shows a search interface titled "Search Our Registry". It features a "Search Type" dropdown menu currently set to "Starting With". Below this is a text input field labeled "Organization name(Required)". A blue "Search" button is positioned below the input field. At the bottom of the form, there is a link labeled "Search Our Registry Instructions".

Figure 277. Search Our Registry tool

The **Search Type** has several options:

- Starting With
- All Words
- Any Words
- Exact
- License Number



This screenshot shows the same "Search Our Registry" interface as Figure 277, but with the "Search Type" dropdown menu open. The menu lists five options: "Starting With", "All Words", "Any Words", "Exact", and "License Number". The "Starting With" option is currently selected and highlighted with a blue background. The "Search" button and the "Search Our Registry Instructions" link are also visible.

Figure 278. Search Type options

Select the **Search Type**.



Enter the organization's name.

Click **Search**.

The Search Results show the organizations that match the search requirements.

Select the plus (+) sign beside the name.

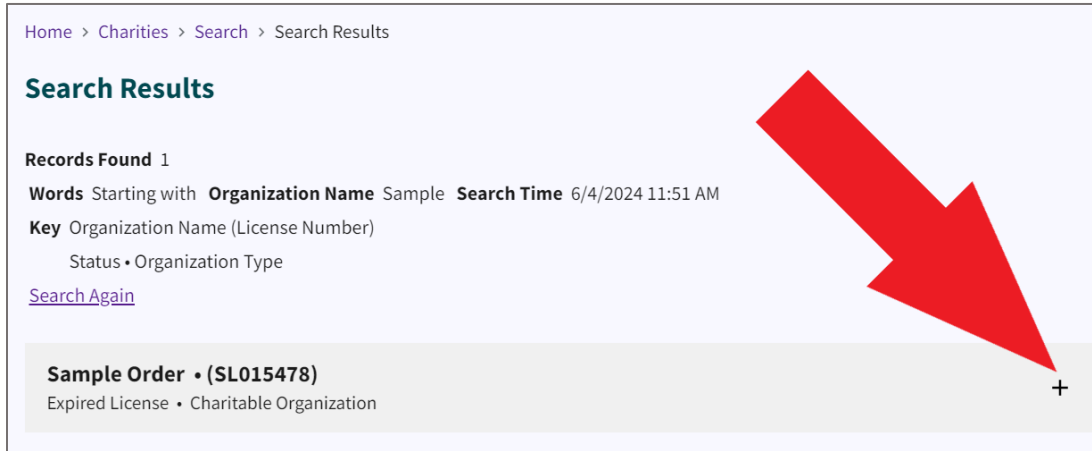


Figure 279. A red arrow points to the plus sign

The expanded tile displays more detailed information about the organization and includes four link options: Document filings, Upload an extension request, File a renewal, and More information.

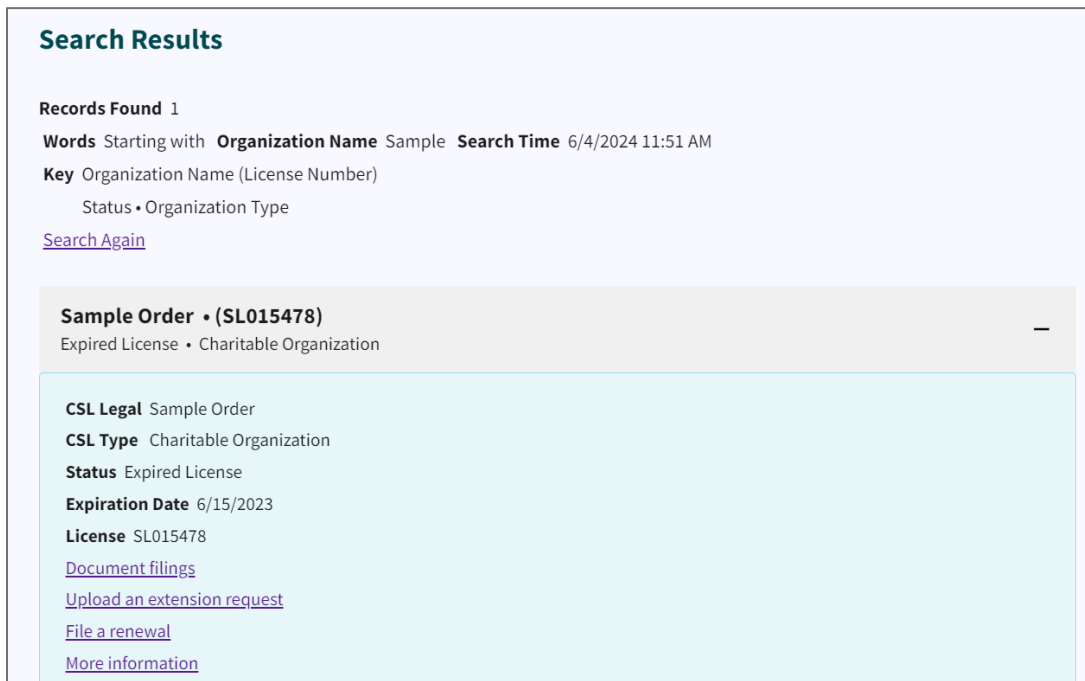


Figure 280. Expanded tile with links

## Browse Charities

The Browse Charities section has nine hyperlinks.

The hyperlinks are:

- Licensing
- Online Filing
- Forms
- Enforcement
- Frequently Asked Questions
- Search Our Registry
- CSL Annual Reports
- Statutes and Rules
- Consumer Tips and Guides

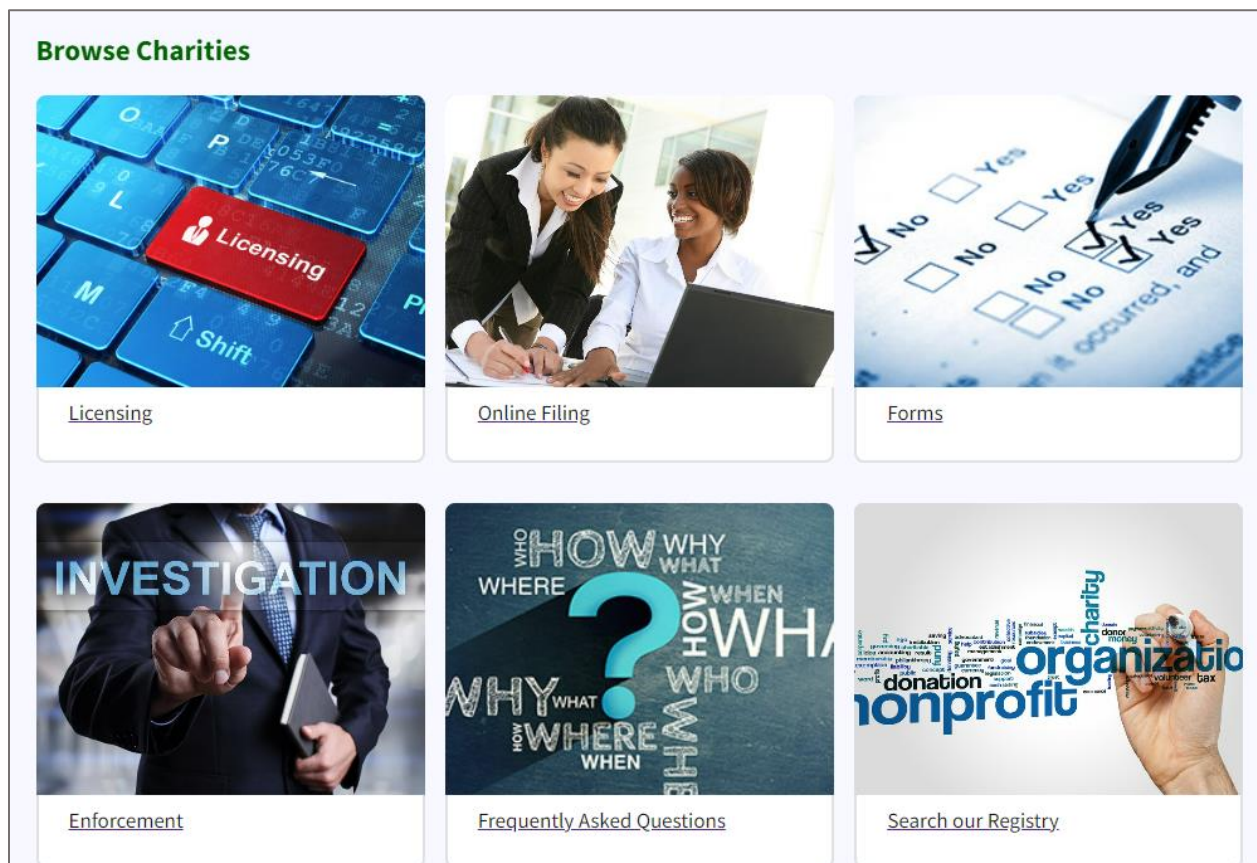
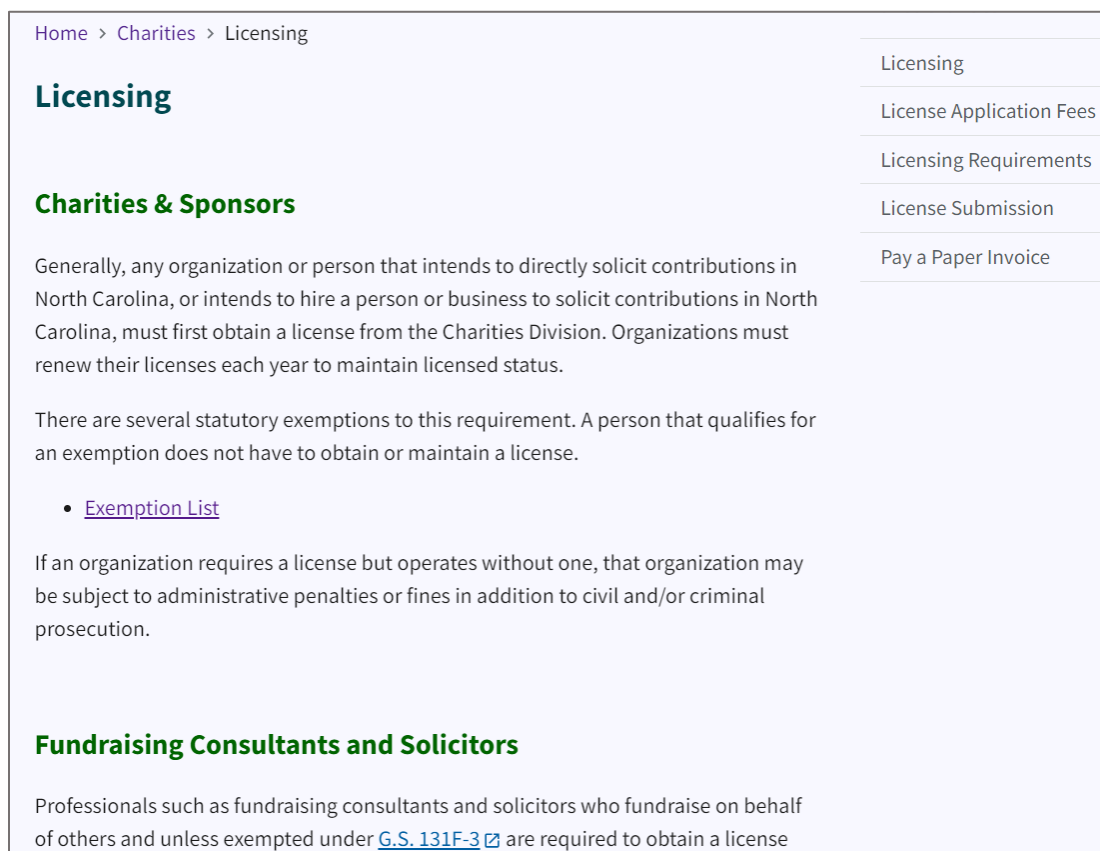


Figure 281. Browse Charities section

## Licensing

The **Licensing page** describes the different roles in the charity community:

- Charities and Sponsors
- Fundraising Consultants and Solicitors



The screenshot shows a web page titled "Licensing" with a breadcrumb trail: Home > Charities > Licensing. On the right side, there is a vertical menu with the following items: Licensing, License Application Fees, Licensing Requirements, License Submission, and Pay a Paper Invoice. The main content area is divided into two sections. The first section is titled "Charities & Sponsors" and contains the following text: "Generally, any organization or person that intends to directly solicit contributions in North Carolina, or intends to hire a person or business to solicit contributions in North Carolina, must first obtain a license from the Charities Division. Organizations must renew their licenses each year to maintain licensed status." It also states: "There are several statutory exemptions to this requirement. A person that qualifies for an exemption does not have to obtain or maintain a license." and includes a link to "Exemption List". The second section is titled "Fundraising Consultants and Solicitors" and contains the text: "Professionals such as fundraising consultants and solicitors who fundraise on behalf of others and unless exempted under [G.S. 131F-3](#) are required to obtain a license".

Figure 282. Licensing page

## Charities and Sponsors

Generally, any organization or person that intends to directly solicit contributions in North Carolina, or intends to hire a person or business to solicit contributions in North Carolina, must first obtain a license from the Charities Division. Organizations must renew their licenses each year to maintain licensed status.

There are several statutory exemptions to this requirement. A person that qualifies for an exemption does not have to obtain or maintain a license.

- [Exemption List](#)

If an organization requires a license but operates without one, that organization may be subject to administrative penalties or fines in addition to civil and/or criminal prosecution.

## Fundraising Consultants and Solicitors

Professionals such as fundraising consultants and solicitors who fundraise on behalf of others and unless exempted under [G.S. 131F-3](#) are required to obtain a license and pay a \$200.00 licensing fee. Professional fundraisers must renew their licenses each year to maintain licensed status.

License applications can be downloaded, completed and mailed to our office with appropriate fees and required documents or completed online using [the Charities Division's OnLine filing portal](#). Note On-Line filing is not currently available for professional fundraisers and those seeking an exemption.

License application fees are set by statute. Fees vary by license type, and fees for charitable organizations and sponsors are set on a sliding scale based upon contributions received per fiscal year, including a waiver of fees in some instances.

- [Fee Scale](#)

## Exemption List

You can find out if your organization is exempt by selecting the **Exemption List** link.

### Charities & Sponsors

Generally, any organization or person that intends to directly solicit contributions in North Carolina, or intends to hire a person or business to solicit contributions in North Carolina, must first obtain a license from the Charities Division. Organizations must renew their licenses each year to maintain licensed status.

There are several statutory exemptions to this requirement. A person that qualifies for an exemption does not have to obtain or maintain a license.

- [Exemption List](#)

If an organization requires a license but operates without one, that organization may be subject to administrative penalties or fines in addition to civil and/or criminal prosecution.

Figure 283. A red arrow points to the Exemption List link

This link takes you to the **Exemption List** page.

On this page, there are a list of exemptions and a link to the statute.

## Exemption List

### Exemptions from Charitable License Requirements

[North Carolina General Statute 131F](#) provides for a number of exemptions from the law. To obtain an exemption from the statute, a charitable or sponsor organization may submit to the Department a written request for exemption with supporting documentation. Upon approval of the exemption request, the charitable organization will receive a letter of exemption from the Department. The Department has the authority to review and/or cancel an exemption at any time.

#### **131F-3(1)**

Any person who solicits charitable contributions for a religious institution.

Figure 284. Exemption List page

## Exemptions from Charitable License Requirements

[North Carolina General Statute 131F](#) provides for a number of exemptions from the law. To obtain an exemption from the statute, a charitable or sponsor organization may submit to the Department a written request for exemption with supporting documentation. Upon approval of the exemption request, the charitable organization will receive a letter of exemption from the Department. The Department has the authority to review and/or cancel an exemption at any time.

#### **131F-3(1)**

Any person who solicits charitable contributions for a religious institution.

#### **131F-3(2)**

Solicitation of charitable contributions by the federal, State, or local government, or any of their agencies.

#### **131F-3(3)**

Any person who receives less than fifty thousand dollars (\$50,000) in contributions in any calendar year and does not provide compensation to any officer, trustee, organizer, incorporator, fund-raiser, or solicitor. (Note: This exemption requires an annual review of an organization's financial information by the Department. The Department has developed a form to assist in this annual review process.)

#### **131F-3(4)**

Any educational institution, the curriculum of which, in whole or part, is registered, approved, or accredited by the Southern Association of Colleges and Schools or an equivalent regional accrediting body, and any educational institution in compliance with Article 39 of Chapter 115C

of the General Statutes, any foundation or department having an established identity with any of these educational institutions, and any organization with a membership that is composed solely of 20 or more educational institutions as defined in this Chapter. (Note: The Department has developed a questionnaire to assist organizations in determining if they meet the definition of an “educational institution”.)

**131F-3(5)**

Any hospital licensed pursuant to Article 5 of Chapter 131E or Article 2 of Chapter 122C of the General Statutes and any foundation or department having an established identity with that hospital if the governing body of the hospital, authorizes the solicitation and receives an accounting of the funds collected and expended.

**131F-3(6)**

Any noncommercial radio or television station.

**131F-3(7)**

A qualified community trust as provided in 26 C.F.R. § 1.170A-9(e)(10) through (e)(14).

**131F-3(8)**

A bona fide volunteer or bona fide employee or salaried officer of a charitable organization or sponsor.

**131F-3(9)**

An attorney, investment counselor, or banker who advises a person to make a charitable contribution.

**131F-3(10)**

A volunteer fire department, REACT (Radio Emergency Associated Communications Teams), rescue squad, or emergency medical service.

**131F-3(11)**

A Young Men’s Christian Association or a Young Women’s Christian Association.

**131F-3(12)**

A nonprofit continuing care facility licensed under Article 64 of Chapter 58 of the General Statutes.

**131F-3(13)**

Any tax exempt nonprofit fire or emergency medical service organization involved in the sale of goods or services that does not ask for a donation.

## Browse Charities Menu

In the top right corner of the page, there is a sidebar navigation menu with the following links:

- Licensing
- License Application Fees
- Licensing Requirements
- License Submission
- Pay a Paper Invoice



Figure 285. Browse Charities navigation menu

## License Application Fees

Select **License Application Fees** from the sidebar menu.

This takes you to the **Charities Fees** page.

Select the **plus (+) sign** at the end of the **Charities and Sponsors** row. This will expand the tile.

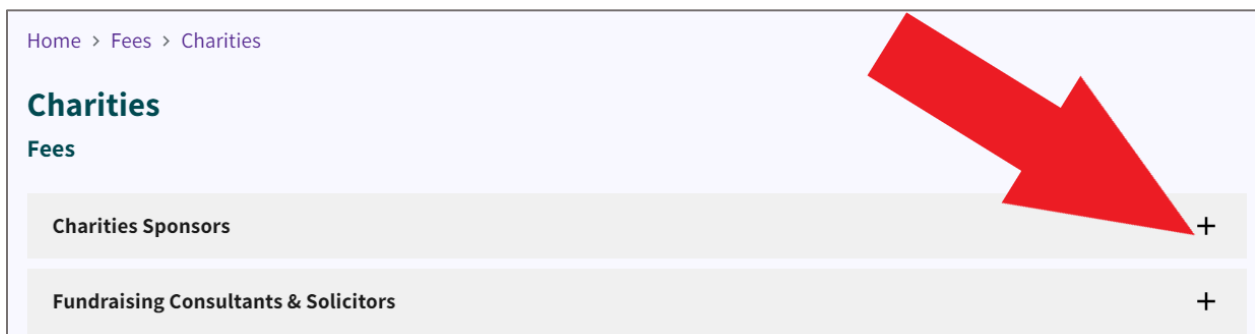


Figure 286. A red arrow points to the plus sign

The tile expands to display detailed information about fees for Charities and Sponsors.

## Charities

### Fees

#### Charities Sponsors

##### A “Contribution”

- means a promise, pledge, grant of any money or property, financial assistance, or any other thing of value in response to a solicitation. This includes in-kind contributions of goods or services.
- "Contribution" includes, in the case of a charitable organization or sponsor offering a good or service to the public, the excess of the price at which the charitable organization or sponsor or any person acting on behalf of the charitable organization or sponsor sells the good or service to the public over the fair market value of the good or service.
- "Contribution" does not include bona fide fees, dues, or assessments paid by members if the membership is not conferred solely as consideration for making a contribution in response to a solicitation.
- "Contribution" does not include grants or awards applied for by a charitable or sponsor organization that are received from a government entity or an organization exempt from federal income taxation per §501(a) of the Internal Revenue Code and described in §501(c) of the Internal Revenue.

Figure 287. Expanded tile

The tile expands to display the following fees information.

## Charities and Sponsors

### A “Contribution”

- means a promise, pledge, grant of any money or property, financial assistance, or any other thing of value in response to a solicitation. This includes in-kind contributions of goods or services.
- "Contribution" includes, in the case of a charitable organization or sponsor offering a good or service to the public, the excess of the price at which the charitable organization or sponsor or any person acting on behalf of the charitable organization or sponsor sells the good or service to the public over the fair market value of the good or service.
- "Contribution" does not include bona fide fees, dues, or assessments paid by members if the membership is not conferred solely as consideration for making a contribution in response to a solicitation.
- "Contribution" does not include grants or awards applied for by a charitable or sponsor organization that are received from a government entity or an organization exempt from federal income taxation per §501(a) of the Internal Revenue Code and described in §501(c) of the Internal Revenue.



## **Charities and Sponsors**

### **Exempt**

- If applicant received less than \$50,000.00
- DID NOT compensate (in any capacity) any officer, trustee, organizer, incorporator, fundraiser or solicitor in the immediate preceding fiscal year

### **License Required but No Fee**

- If applicant received less than \$5,000.00
- DID compensate (in any capacity) any officer, trustee, organizer, or incorporator, fundraiser or solicitor in the immediate preceding fiscal year

### **\$50.00**

- If applicant received \$5,000.00 but less than \$50,000.00
- DID compensate (in any capacity) any officer, trustee, organizer, incorporator fundraiser or solicitor, in the immediate preceding fiscal year

### **\$50.00**

- If applicant received \$50,000.00 but less than \$100,000
- The immediate preceding fiscal year

### **\$100.00**

- If applicant received \$100,000, but less than \$200,000
- The immediate preceding fiscal year

### **\$200.00**

- If applicant received \$200,000 or more
- The immediate preceding fiscal year

## Fundraising Consultants and Solicitors

Select **Fundraising Consultants and Solicitors**.

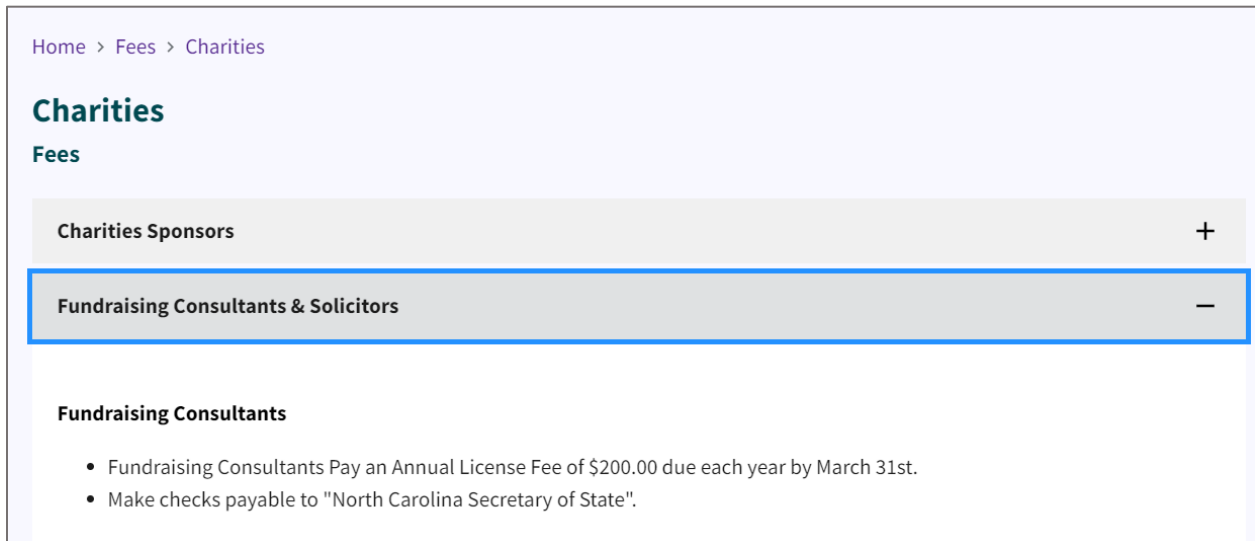


Figure 288. Fundraising Consultants and Solicitors expanded tile

## Fundraising Consultants and Solicitors

### Fundraising Consultants

- Fundraising Consultants Pay an Annual License Fee of \$200.00 due each year by March 31st.
- Make checks payable to "North Carolina Secretary of State".

### Solicitors

- Solicitors Pay an Annual License Fee of \$200.00 due each year by March 31st. Additionally, Solicitors must obtain a bond and maintain it for the entire licensure period based on the following scale:
  - \$20,000.00 bond if the contributions for the last fiscal year were less than \$100,000 ;
  - \$30,000.00 bond if the contributions for the last fiscal year were at least \$100,000, but less than \$200,000;
  - \$50,000.00 bond if the contributions for the last fiscal year were at least \$200,000.

## Licensing Requirements

Select **Licensing Requirements**.

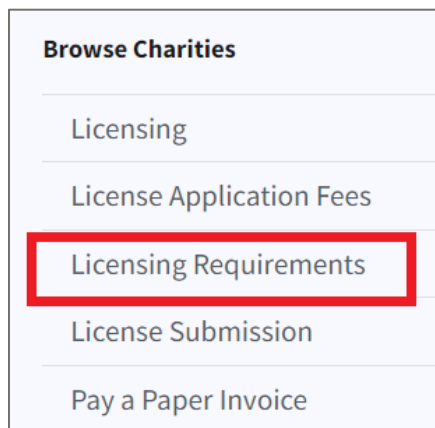


Figure 289. “Licensing Requirements” link highlighted in red

### Charities & Sponsors

Generally, any organization or person that intends to directly solicit contributions in North Carolina, or intends to hire a person or business to solicit contributions in North Carolina, must first obtain a license from CSL. Organizations must renew their licenses each year to maintain licensed status.

There are several statutory exemptions to this requirement. A person that qualifies for an exemption does not have to obtain or maintain a license.

- [Exemption List](#)

If an organization requires a license but operates without one, that organization may be subject to administrative penalties or fines in addition to civil and/or criminal prosecution.

### Fundraising Consultants and Solicitors

Professionals such as fundraising consultants and solicitors who fundraise on behalf of others and unless exempted under [G.S. 131F-3](#) are required to obtain a license and pay a \$200.00 licensing fee. Professional fundraisers must renew their licenses each year to maintain licensed status.

## License Submission

Select **License Submission** from the sidebar menu.

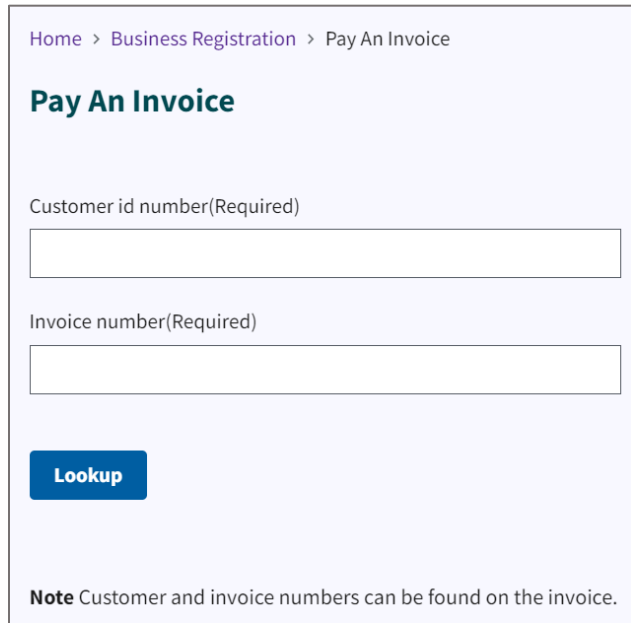
License applications can be downloaded, completed and mailed to our office with appropriate fees and required documents or completed online using [Charities Division’s OnLine filing portal](#). Note online filing is not currently available for professional fundraisers and those seeking an exemption.

## Pay a Paper Invoice

Select **Pay a Paper Invoice** from the sidebar menu.

The **Pay an Invoice** tool displays two entry fields.

Enter the **Customer ID Number** and the **Invoice Number**.



The screenshot shows a web interface for 'Pay An Invoice'. At the top, there is a breadcrumb trail: 'Home > Business Registration > Pay An Invoice'. Below this is the title 'Pay An Invoice' in a bold, dark green font. There are two input fields: the first is labeled 'Customer id number(Required)' and the second is labeled 'Invoice number(Required)'. Below the input fields is a blue button with the text 'Lookup'. At the bottom of the form area, there is a note: 'Note Customer and invoice numbers can be found on the invoice.'

*Figure 290. Pay an Invoice tool*

Click **Lookup**.

The prompts that follow will guide you through the payment process.

## Online Filing

The Online Filing section was covered earlier in this manual on [page 3](#).

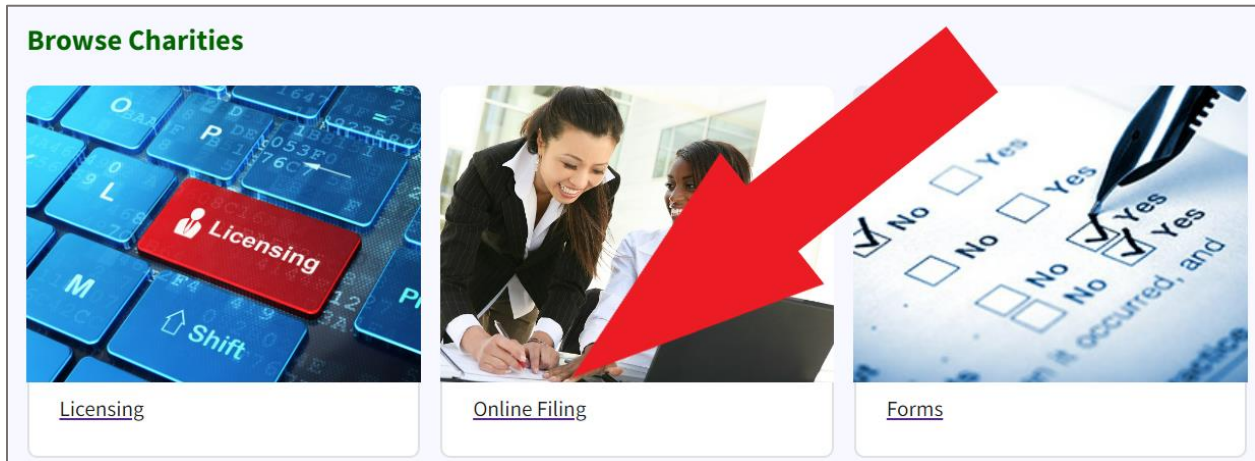


Figure 291. A red arrow points to the "Online Filing" link

## Forms

Select **Forms**.

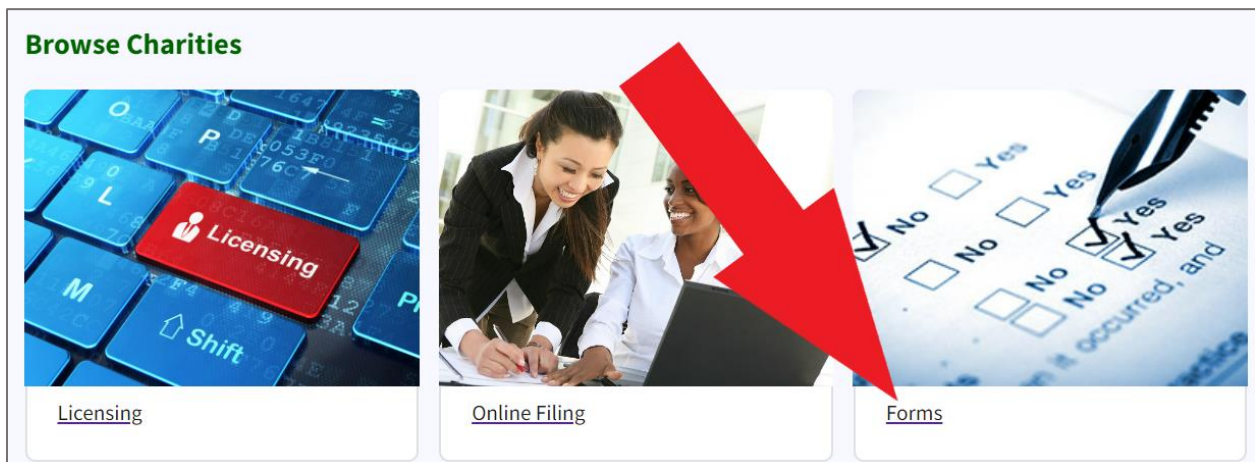


Figure 292. A red arrow points to the "Forms" link

This link takes you to the Charities Forms page.

The page has an expandable accordion of form separated into two categories:

- Charities and Sponsors
- Fundraising Consultants and Solicitors

Home > Forms > Charities


## Charities

### Forms

**Updated Refund Policy**  
 Refund requests must be made within 45 consecutive days of receipt of funds and will only be issued for amounts over \$10.00.

**Charities & Sponsors**


---



[Notary Form for Initial or Renewal Application\(PDF\)](#)

[Fee Information](#)

---



[Initial/Renewal License Application\(PDF\)](#)

[Initial/Renewal License Application\(Word\)](#)

[Instructions\(PDF\)](#)

File Online(Initial)

File Online(Renewal)

Figure 293. Charities Forms page

The forms have PDF, Word, and Online Portal versions available for your use.

It is best to use the online filing buttons (gray colored). These will guide you through the online filing process. This is quicker and more efficient.

You can also access these online filing processes by visiting the Online Filing section of the Charities main page.

## Enforcement

Select **Enforcement**.



[Enforcement](#)



[Frequently Asked Questions](#)



[Search our Registry](#)

Figure 294. A red arrow points to the "enforcement" link

The Enforcement page has information about filing a complaint and the enforcement process.

[Home](#) > [Charities](#) > [Enforcement](#)

## Enforcement

To help protect North Carolinians in their charitable giving, the Charitable Solicitation Licensing (CSL) Division enforces violations of charitable solicitation laws. These laws are found in [Chapter 131F\(PDF\)](#) of the North Carolina General Statutes and the related Rules found in [Chapter 11 of Title 18\(PDF\)](#) of the North Carolina Administrative Code. In performing this duty, the division may act on complaints received from the public, and also possesses authority to investigate potential violations on its own initiative. The division shares enforcement authority under [Chapter 131F\(PDF\)](#) with the North Carolina Attorney General's Office, which possesses separate and independent authority to investigate violations of [Chapter 131F\(PDF\)](#).

- [Investigation Statistics of Charitable Solicitation Licensing \(CSL\) Division, FY 2022-2023, Sect 7\(PDF\)](#)

Figure 295. Enforcement page

To help protect North Carolinians in their charitable giving, the Charitable Solicitation Licensing (CSL) Division enforces violations of charitable solicitation laws. These laws are found in [Chapter 131F\(PDF\)](#) of the North Carolina General Statutes and the related Rules found in [Chapter 11 of Title 18\(PDF\)](#) of the North Carolina Administrative Code. In performing this duty, the division may act on complaints received from the public, and also possesses authority to investigate potential violations on its own initiative. The division shares enforcement authority under [Chapter 131F\(PDF\)](#) with the North Carolina Attorney General's Office, which possesses separate and independent authority to investigate violations of Chapter 131F(PDF).

- [Investigation Statistics of Charitable Solicitation Licensing \(CSL\) Division, FY 2022-2023, Sect 7\(PDF\)](#)

### Enforcement Process

When CSL opens an enforcement-related inquiry, the division typically mails an inquiry letter to relevant parties seeking further information. After receiving a response, if any, the division evaluates available evidence and determines if a violation has in fact occurred. If the division finds a violation, the division will issue an administrative order making official findings of fact and ordering an appropriate penalty. Penalties range from issuing official letters of concern or monetary fines up to and including the suspension or revocation of licensed status for the offending person.

The division's enforcement decisions are subject to rights of appeal pursuant to the [Administrative Procedures Act\(PDF\)](#).

### File a Complaint

Individuals with a concern about a solicitation they have received from a charitable organization or sponsor or from a professional fundraiser acting on behalf of a half a charity are

asked to document their concern using the following complaint form. Submit the form along with any supporting documentation that supports your claim via mail, or by email.

- [CSL Complaint Form Instructions \(Word\)](#)
- [CSL Complaint Form \(PDF\)](#)

### Enforcement Findings

Finalized enforcement findings become a part of the relevant licensed organization's file maintained by the division. If you have an inquiry concerning the enforcement history of a particular licensed organization, feel free to contact us at: [cslenforcement@sosnc.gov](mailto:cslenforcement@sosnc.gov).

## Frequently Asked Questions

Select **Frequently Asked Questions**.



Figure 296. A red arrow points to the "Frequently Asked Questions" link

The Frequently Asked Questions page has five categories of FAQs in an expandable accordion.

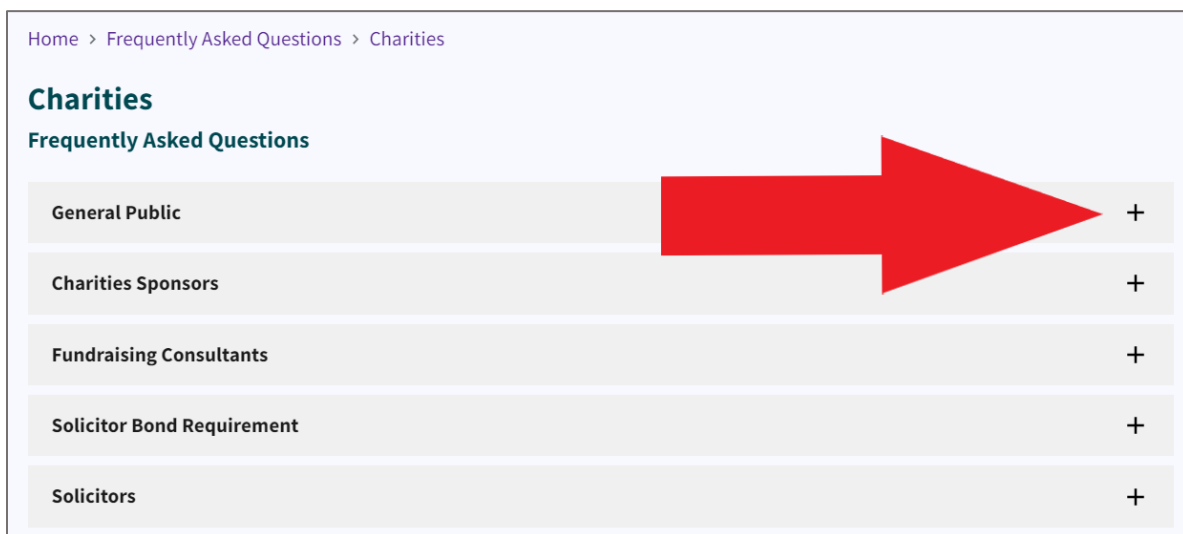


Figure 297. A red arrow points to a plus sign on the accordion



Click the **plus (+) sign** to expand the accordion.

The accordion expands to show the related frequently asked questions and answers.

Home > Frequently Asked Questions > Charities

## Charities

### Frequently Asked Questions

General Public	
What is a charitable solicitation license?	+
How do I know if a charity has a license to solicit donations?	+
How do I know how my donation will be used by the charity?	+

Figure 298. Expanded accordion

## Search Our Registry

Select **Search Our Registry**.




 <p><b>INVESTIGATION</b></p>		
<a href="#">Enforcement</a>	<a href="#">Frequently Asked Questions</a>	<a href="#">Search our Registry</a>

Figure 299. A red arrow points to the "Search Our Registry" link

The Search tool has two entry fields for narrowing your search.

Home > Charities > Search Charities

## Search Charities

Search Type

Starting With ⌵

Organization name(Required)

[Search](#)

[Search Our Registry Instructions](#)

Figure 300. Search Charities tool

## CSL Annual Reports

Select **CSL Annual Reports**.

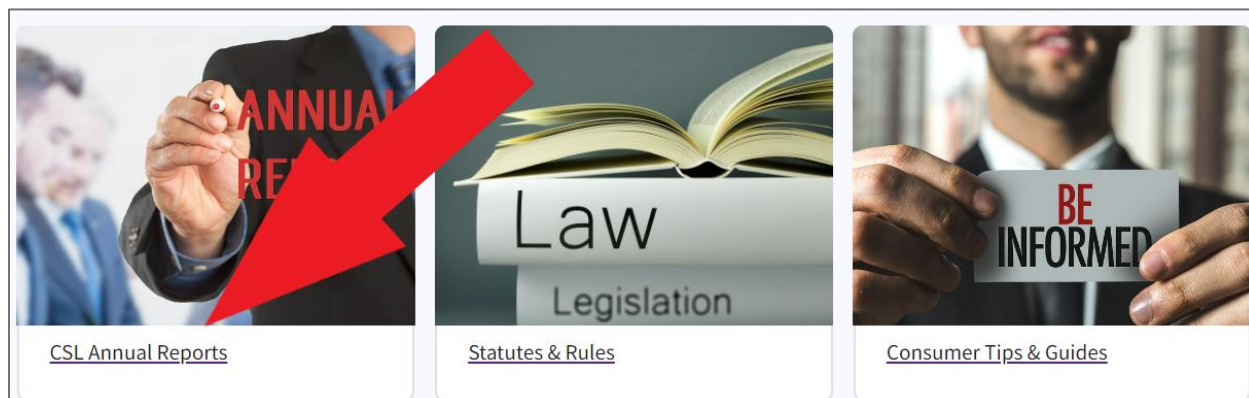


Figure 301. A red arrow points to the "CSL Annual Reports" link

The CSL Annual Reports page has a list of annual reports for the Charities Solicitation Licensing section's annual reports.

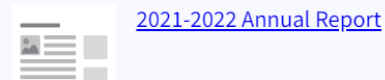
You can download these PDF files to save or print.

## CSL Annual Reports

The North Carolina Department of the Secretary of State prides itself on disseminating information geared toward keeping the public informed. The Charitable Solicitation Licensing (CSL) Division publishes Annual Reports that include financial information related directly to those charities and nonprofits using a professional fundraiser and otherwise required by law to register with the Department. This report serves as a resource for North Carolina citizens as they strive to make educated decisions for their charitable dollars.



[2022-2023 Annual Report](#)



[2021-2022 Annual Report](#)

Figure 302. CSL Annual Reports page

## Statutes and Rules

Select **Statutes and Rules**.



Figure 303. A red arrow points to the "Statutes and Rules" link

The Statutes and Rules page has information about the statutes and rules that govern charities.

It is the intent of the General Assembly to protect the public by requiring full disclosure by persons who solicit for contributions from the public for a charitable purpose. This document presents the full text of North Carolina's General Statute 131F and Administrative Rule Reference: Chapter 11 of Title 18 of the North Carolina Administrative Codes regulating

organizations, businesses, and persons that solicit contributions from North Carolina residents through use of charitable appeals.

- [CSL Statute and Rule Reference \(issued 09/20/2012\)\(PDF\)](#)

Home > Charities > Statutes & Rules

## Statutes & Rules

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- [CSL Statute and Rule Reference \(issued 09/20/2012\)\(PDF\)](#)

Figure 304. Statutes and Rules page

## Consumer Tips and Guides

Select **Consumer Tips and Guides**.

Home > Charities > Consumer Tips & Guides

## Consumer Tips & Guides

**Categories:**

- [Consumer Information and Research](#)
- [Associations](#)
- [Federal Agencies](#)
- [Resources for Charities](#)
- [State Charity Officials](#)

If you have questions or suggestions regarding this page or its contents, feel free to [contact us](#).

**Guides**



[NCSOS and NASS Campaign\(PDF\)](#)



[Hurricane Season Ahead\(PDF\)](#)

Figure 305. Consumer Tips and Guides page