

## APPLICATION FOR LICENSE OF PROFESSIONAL FUNDRAISER

APPLICATION FOR LICENSE YEAR  
JULY 1, 20\_\_ TO JUNE 30, 20\_\_

CHECK ONE:  Initial application  Renewal - MIFR No. \_\_\_\_\_

Full legal name of entity	Employer Identification Number (EIN)
Mailing address	Telephone number
City, State, Zip code	Fax number
E-mail address	Website

Answer all questions completely. Provide additional sheets if necessary.

### 1 Type of entity. Check appropriate box.

Corporation  LLC  Partnership  Sole Proprietor  Other (explain)

Provide a copy of your organizing documents unless already filed with this office. Articles of incorporation and amendments should show filing acknowledgment of appropriate state agency.

### 2 Officers, directors, members, owners.

On a separate sheet, provide the names and addresses of the applicant's officers, directors, and all shareholders, members, and others with a 5% or more ownership interest in the entity.

### 3 Resident Agent. You must designate a resident agent located in Michigan to receive official mail sent to your organization. Provide street address, not PO Box.

### 4 Offices in Michigan.

On a separate sheet, provide the street addresses of all call centers and other offices located in Michigan. If no additional addresses, check here:

### 5 List all assumed names, dba's, and other names used by the entity. If a certificate of assumed name has been filed, provide a copy.

### 6 List all related entities of the applicant and entities owned or operated by immediate family members of officers, directors, managers, or owners of the applicant that provide services to clients of the applicant. State the services provided.



<b>8 Campaign Financial Statements</b>
<p>Provide a fully completed Campaign Financial Statement for each contract listed on Schedule 7A or the Supplemental Contract Printout if:</p> <ul style="list-style-type: none"> <li>• The campaign was concluded in the past year; or</li> <li>• The campaign is ongoing and a Campaign Financial Statement was not submitted within the past year.</li> </ul> <p>The Campaign Financial Statement form is available on our website. During the year as campaigns conclude, compete and submit the Campaign Financial Statement form within 90 days of the conclusion of the campaign.</p>

<b>9 Has the applicant or any of its officers, directors, or owners ever been enjoined from performing fundraising activities, or convicted of a crime related to the raising of funds by solicitations of the public? If yes, explain:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>10 Has the applicant or any of its officers, directors, employees, or members of their immediate families received any part of the income or assets, other than a reasonable fee pursuant to a written contract, of a charitable or religious organization on whose behalf the applicant conducted the solicitation. If yes, explain:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>11 Has the applicant or any of its officers, directors, managers, employees, or persons with an ownership interest made one or more payments to any individuals affiliated with a charitable or religious organization? If yes, explain:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>CERTIFICATION</b>	
<b>12</b>	<p>I certify that I am an authorized representative of the applicant and that to the best of my knowledge and belief the information provided, including all accompanying documents, is true, correct, and complete. False statements are prohibited by MCL 400.288(1)(u) and MCL 400.293(2)(c) and are punishable by civil and criminal penalties.</p>
Type or print name (must be legible):	
Title:	Date:

Return the completed application to: [ct\\_email@michigan.gov](mailto:ct_email@michigan.gov). (SUBMISSIONS VIA EMAIL ARE PREFERRED.)

CONTACT INFORMATION:  
 Attorney General Charitable Trust Section  
 PO Box 30214  
 Lansing, MI 48909  
 Telephone: 517-373-1152  
 Fax: 517-241-7074  
 Web: [www.michigan.gov/charity](http://www.michigan.gov/charity)

THIS IS A PUBLIC RECORD, COPIES OF WHICH ARE SENT, UPON REQUEST, TO ANY INTERESTED PERSON.

Note – It is a violation of Michigan law for a professional fundraiser to:

- Solicit or receive contributions, conduct a charitable sales promotion, or sell memberships in Michigan on behalf of a charitable organization that is not registered with this office or exempt from registration;
- Fail to provide verification of current license status to any charitable organization with which it is contracted for Michigan solicitations.

If an organization with which you are doing business is not currently registered to solicit contributions in Michigan or does not have a determination of exemption from the registration requirement, the organization should be directed to our website to file the Initial Solicitation Form or, if applicable, the Request for Exemption.

Charitable Trust Section Website:  
[www.michigan.gov/charity](http://www.michigan.gov/charity)

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### Checklist of Items to Submit with this Application

Incomplete applications will not be approved until all required information is received.

- SURETY BOND and SURETY'S POWER OF ATTORNEY signed by the bonding company.**
  - Initial applicants must use the [Uniform Professional Fund Raiser Surety Bond](#) which is available on our website.
  - Renewal applicants with the original bond already on file with this office, must provide a CONTINUATION CERTIFICATE showing the bond is continued through June 30 of the new license year.
- ARTICLES OF INCORPORATION** or other organizing documents unless already on file with this office. Include all amendments and Certificates of Assumed Name. Documents must show acceptance by the state where filed.
- Schedule of Contracts.** For renewal applicants, complete and submit this form with your application if one was mailed to you.
- Copies of **ALL CONTRACTS** with organizations which solicit contributions from residents in Michigan unless already submitted to this office. For each new contract submitted, also complete and submit a [Professional Fundraiser Contract Summary Sheet](#) available on our website.
- REGISTRATION OF PROFESSIONAL SOLICITOR** form for each solicitor retained to solicit contributions in the State of Michigan. These forms must be submitted to this office for approval prior to solicitation activity.
- CAMPAIGN FINANCIAL STATEMENTS** for all solicitations in Michigan that were concluded over the past year and on which you have not yet reported. If a campaign is continual in nature, campaign reports are to be filed annually. The [Campaign Financial Statement](#) form is available on our website.

If you are incorporated in a state other than Michigan, it may be necessary to acquire a Certificate of Authority to Conduct Affairs in Michigan from the Michigan Department of Licensing and Regulatory Affairs, Corporations Division - (517) 241-6470.