

# **PUBLIC SAFETY PROFESSIONAL FUND RAISER**

## **REGISTRATION INFORMATION**

### **WHO MUST REGISTER**

A professional fund raiser must not solicit contributions in Michigan on behalf of a public safety organization before registering with the Attorney General. A "professional fund raiser" is an individual, organization, group, association, partnership, or corporation who for compensation or other consideration plans, conducts, manages, or carries on, either directly or through paid individual solicitors, a drive or campaign of soliciting contributions for or on behalf of a public safety organization or person. An officer or employee of a public safety organization is not a professional fund raiser unless compensation or salary is based in whole or in part on the amount of funds raised.

### **REGISTRATION PERIOD**

Your registration is effective immediately upon receipt by the Charitable Trust Section of the completed registration form and a \$200 check payable to "State of Michigan." Notification of registration will be mailed. However, if the form is not completed properly or all required documents are not provided, you will be notified of any deficiencies and registration will not be effective until they are corrected. Registration expires 6 months after the close of your current fiscal period.

### **REGISTRATION RENEWAL**

Registration notification will include a blank registration form. To renew registration, complete the registration form and submit it with the \$200 registration fee and the required bond form, rider, or continuation certificate to the Charitable Trust Section before your registration expires.

### **SURETY BOND REQUIREMENT**

The completed registration form must be accompanied by a surety bond. You must use the Attorney General Uniform Public Safety Professional Fund Raiser Surety Bond form. For your initial registration, the bond amount is to be \$25,000. For subsequent registrations, the bond amount will vary according to contributions collected. We will accept a rider amending the bond amount or a continuation certificate if the amount does not change. See item 9 on the registration form for details regarding the bonding requirement.

### **USE OF FILE NUMBER**

You will be assigned a file number that must be used on all correspondence with the Charitable Trust Section. If you are already a licensed professional fund raiser under the Charitable Organizations and Solicitations Act, you will be assigned the same number.

### **CHANGES IN INFORMATION**

You must notify the Charitable Trust Section within 15 days of any change in the information provided on the registration form or its attachments.

### **TOLL FREE TELEPHONE NUMBER**

The Attorney General has established a toll free telephone number that may only be used by the public to obtain information about, or file a complaint against, anyone soliciting contributions under the Public Safety Solicitation Act. The telephone number is (800) 769-4515. Pursuant to section 15 of the Act, public safety organizations and professional fund raisers must print this number, along with certain other disclosures required by section 12, on all invoices, pledge cards, or other written requests for payment. Please refer to the Act for details. All other questions, including those of the professional fund raiser regarding registration, must use the telephone number (517) 335-7571.

### **PUBLIC SAFETY ORGANIZATIONS**

All public safety organizations, unless exempt under the Act, are required to register with the Attorney General before soliciting or receiving contributions. If you contract with an unregistered public safety organization, solicitation must not occur until the organization is properly registered.

STATE OF MICHIGAN  
 DEPARTMENT OF ATTORNEY GENERAL

PUBLIC SAFETY PROFESSIONAL  
 FUND RAISER REGISTRATION FORM

FULL OFFICIAL NAME OF ORGANIZATION	ATTY GEN FILE # (T/PSFR)			
	TELEPHONE NUMBER			
ADDRESS OF ORGANIZATION	FOR OFFICE USE ONLY			
	AMOUNT REC'D		INITIALS	
LIST ALL OTHER NAMES UNDER WHICH YOU SOLICIT OR RECEIVE CONTRIBUTIONS	ENTERED	APPR	DEF	EXP DATE

The Public Safety Solicitation Act requires all professional fund raisers who solicit funds on behalf of a public safety organization or official to first register with the Attorney General. To register, complete the form and submit it to the Charitable Trust Section with all attachments required by the form and a \$200 check payable to "State of Michigan." Your registration is effective immediately upon receipt by the Charitable Trust Section. However, if the form is not completed properly or all required documents are not attached, you will be notified of any deficiencies and your registration will not be effective until they are corrected.

You are urged to keep a copy of the Public Safety Solicitation Act available for reference. The professional fund raiser, all solicitors, and public safety organizations should be aware of the specific requirements of the law, particularly those regarding solicitations, disclosures, prohibited acts, and potential penalties for violations. If you do not have a copy of the Act, please contact the Charitable Trust Section.

1. Mark the appropriate box with regard to this registration form: Initial  Renewal

If initial, answer A and B; if renewal, go to question 2.

A. State the form of organization (corporation, partnership, sole proprietorship, etc.).

\_\_\_\_\_

B. Where and when were you established: State \_\_\_\_\_

Date \_\_\_\_\_

2. Do you have offices in Michigan, other than that which is listed above? YES  NO

If yes, attach a listing of all other Michigan offices.

3. Attach a listing of the names and business addresses of all officers, directors, trustees and the principal executive officer.

4. If your principal office is not located in Michigan, you must designate a resident agent. Provide name and business address.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

5. Complete the attached Solicitor Schedule, listing the legal name and address of each individual who will, for compensation, be making or supervising solicitations.
6. Provide the ending date of your fiscal year. \_\_\_\_\_  
Month / Day / Year
7. What is the total dollar amount of contributions collected from Michigan sources during your most recent fiscal year? \$ \_\_\_\_\_
8. Attach a list of names and addresses of all public safety organizations for which you solicited in Michigan during your most recent fiscal year.
9. Attach a list of names and addresses of all public safety organizations with which you hold current contracts.
10. Attach the completed Uniform Public Safety Professional Fund Raiser Surety Bond or, for renewals, rider or continuation certificate. If this is your initial registration as a professional fund raiser under the Public Safety Solicitation Act, the amount of the bond is to be \$25,000. for renewal registrations, the amount of the bond is to be based on the amount of total contributions collected from Michigan sources during your most recent fiscal year according to the following scale:

<u>Contributions</u>	<u>Bond Amount</u>
\$100,000 or less	\$25,000
\$100,001 - \$200,000	\$50,000
\$200,001 - \$300,000	\$75,000
\$300,001 or greater	\$100,000

Under penalties of perjury, I certify that I am authorized to sign this document for the professional fund raiser and that, to the best of my knowledge and belief, the information provided, including all attachments, is true, correct, and complete. I further understand that the Attorney General, Charitable Trust Section, is to be notified within 15 days of any change in the information provided in this registration form and attachments.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

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

Return the completed registration form along with a \$200 check payable to "State of Michigan" to:

DEPARTMENT OF ATTORNEY GENERAL  
Charitable Trust Section  
PO Box 30214  
Lansing MI 48909  
(517) 335-7571

