TO REGISTER OR RE-REGISTER WITH THE ILLINOIS ATTORNEY GENERAL’S OFFICE, ALL ORGANIZATIONS AND TRUSTS MUST SUBMIT:

1. All fees, including the required registration fee ($15.00) or re-registration fee ($200.00), as well as any late registration fee ($200.00), annual report filing fee(s) ($15.00 each report), and/or late report filing fee(s) ($100.00 each late report) due.

2. “Charitable Organization Registration Statement” (Form CO-1).

3. A list of all Officers, Directors and/or Trustees including names, mailing addresses, and day time phone numbers.

4. A copy of the IRS Determination Letter or, if pending, a copy of IRS Form 1023 or 1024. If not available, provide written explanation.

5. If applicable, copies of all contracts with Professional Fund Raisers.

6. If applicable, the "Religious Organization Exemption Form" (Form CO-3).

7. IF A CORPORATION: Articles of Incorporation and all amendments to the Articles. If incorporated in a state other than Illinois, include a Certificate of Authority to do business from the Illinois Secretary of State. Also submit the By-Laws of the Corporation.

8. IF AN UNINCORPORATED ASSOCIATION: Constitution and all amendments and By-Laws of the Association.

9. IF A REPRESENTATIVE OF A PROBATE ESTATE (Containing Charitable Gifts): Will and Letters of Office. Inventory; Declarations of Trust for any trusts into which the Will pours over and all Amendments thereto.

10. IF A CHARITABLE TRUST OR A LIVING INTER VIVOS TRUST: Declaration of Trust, and all Amendments thereto; Inventory and recent accounting.

11. A completed Form AG990-IL with all required attachments for each year during the past 3 years in which the organization has held and/or solicited charitable funds in Illinois. (See instructions for AG990-IL.) If the registrant has held and/or solicited charitable funds in Illinois for more than three years prior to registration, attach complete AG990-ILs, with all required attachments, for the most recent 3 years subject to further requests. If the organization has been in existence for less than 1 year, submit the Form CO-2.

FEES

The Solicitation for Charity Act and Charitable Trust Act require a $15.00 registration fee for all initial registrations.

The Solicitation for Charity Act requires a $200.00 late registration fee for any organization that solicits contributions prior to registration.

The Solicitation for Charity Act and Charitable Trust Act require a $200.00 re-registration fee for all re-registrations after cancellation.

The Solicitation for Charity Act and Charitable Trust Act require a $15.00 filing fee for each annual report due. There is an additional $100.00 late report fee for each late report due. (See instructions for AG990-IL.)

Charitable Trust Act 760 ILCS 55/1 et seq.
Solicitation for Charity Act 225 ILCS 460/1 et seq.

Submit the above registration materials, along with a check or money order for all required fees payable to the “Illinois Charity Bureau Fund” to:

Office of the Illinois Attorney General
Charitable Trust Bureau
100 West Randolph Street, 11th Floor
Chicago, Illinois 60601-3175
(312) 814-2595