

**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, 11<sup>th</sup> Floor  
Chicago, Illinois 60601-3175  
(312) 814-2595**