

**IMPORTANT INFORMATION FOR ALL FILERS**  
**September 14, 2012**

The North Carolina Department of the Secretary of State Charitable Solicitation Licensing Division has implemented a new process to verify the current legal existence of all applicants for charitable organization, fundraising consultant, and solicitor licensure pursuant to the Charitable Solicitation Act.

Charitable organization renewal filing packets sent to charities starting this month will include a special insert detailing this requirement. Renewal of licenses that currently expire on November 15, 2012 and thereafter will require verification of the entity's current legal existence before a license may be issued. Organizations renewing licenses that are already in an expired status will be required to provide this verification as part of the renewal process moving forward.

More specifically, charitable organizations are being directed to provide appropriate documentation verifying their current legal existence in accordance with the following instructions:

- Charitable organizations incorporated in North Carolina:  
These charities DO NOT need to submit any additional information with their renewal package. CSL staff will verify their current status using the Department's Corporations database.
- Charitable organizations not incorporated in North Carolina that are incorporated in another state:  
These charities MUST submit a "Certificate of Authority" or "Certificate of Good Standing" from their state of incorporation dated no more than six (6) months prior to the date the renewal application is signed certifying this charity's current legal existence in its home state.
- Charitable organizations not incorporated in any state:  
These charities MUST submit a certified copy of their "Certificate of Assumed Name" or "Certificate of Doing Business As" bearing the name of this charity filed with their local register of deeds certifying this charitable organization's current authority to utilize this name.

All CSL License Examiners have been fully trained in this process and are able to assist you with this process. Should you have any questions about this or any aspect of the licensure process, please contact the Licensing & Filing section at 888-830-4989 (if calling from NC) or 919-807-2214 or via email at [csl@sosnc.com](mailto:csl@sosnc.com).