New Jersey Office of the Attorney General
Division of Consumer Affairs
Office of Consumer Protection
Charities Registration Section
124 Halsey Street, 7th Floor, P.O. Box 45021
Newark, NJ 07101
(973) 504-6215

Form CRI-500PR

(As Revised April 2016)
(Previous versions of this form may no longer be used and will not be accepted.)

Independent Paid Fund Raiser or Fund-Raising Counsel Renewal Registration

All of the questions must be answered.

1a. Name of the registering independent paid fund raiser or fund-raising counsel (referred to in this form as "the registrant"):

_____

N.J. Registration Number: PFR-_____-00 Federal EIN: _____

1b. List **ALL OTHER NAMES** under which the registrant will operate as an independent paid fund raiser and/or fund-raising counsel:

_____

_____

Mailing Address: _____
Address City State ZIP code

Street Address: _____
Street Address City State ZIP code

Phone Number: (_____)_____ Fax Number: (_____)_____

Office Contact Person and Title: _____

Phone Number: (_____)_____ Fax Number: (_____)_____

Contact's E-mail Address: _____@_____ Organization's website: www._____

Please check this box if the solicitor's address has changed since his/her last registration was filed. ☐

1c. Provide the registrant's corporate or partnership name and address, if they are different from those listed in question numbers 1a and 1b above:

Name: _____

Mailing Address: _____
Address City State ZIP code

Street Address: _____
Street Address City State ZIP code

1d. List the name, home address, home area code and telephone number of the registrant's principal executive officer and the principal financial officer:

Name of Principal Executive Officer: _____

Home Address: _____
Street Address City State ZIP code

Phone Number: (_____)_____

Name of Principal Financial Officer: _____

Home Address: _____
Street Address City State ZIP code

Phone Number: (_____)_____

1e. The registrant's formation took place on _____ in the State of _____.
Month/Day/Year Print Name of the State

1f. Attach a copy of the registrant's articles of incorporation or other formation documents as filed in the state of formation. Also, be sure to attach copies of any and all of the amendments that have been filed with the state of formation since the registrant was originally formed.

2a. Does the registrant solicit contributions? Choose and check one: ☐ **Yes** ☐ **No** *If the response to this question is "Yes," indicate what method(s) are used to solicit contributions by checking all of the boxes which apply:* ☐ *Mail* ☐ *Telephone* ☐ *In-Person* ☐ *E-mail* ☐ *Text Message* ☐ *Internet* ☐ *TV* ☐ *Radio* ☐ *Newspaper/Magazine* ☐ *Billboard* ☐ *Other method(s) of solicitation (please specify):*

_____

_____

2b. Does the registrant employ, procure or engage any compensated persons to solicit contributions? Choose and check one: ☐ **Yes** ☐ **No** *If the response to this question is "Yes," please complete and submit (with this registration form) a form CRI-500S and the $15 registration fee for each solicitor.* ***Please note*** *that form CRI-500S must now be signed by* ***both*** *the solicitor and the organization.*

3. Will the registrant at any time have or is intended to have custody of, control of, possession of or access to the charitable organization's contributions or have any relationship, affiliation or application with any agency that intends to have access to the charitable organization's contributions? Choose and check one: ☐ **Yes** ☐ **No** *If the response to this question is "Yes," please submit the following document in accordance with the provisions of the CRI Act: A fully executed* ***surety bond*** *in which the applicant will be the principal obligor. The bond will be in the amount of $20,000 and will be placed with one or more sureties whose liabilities in the aggregate equal at least the stated sum. The bond will be payable to the Attorney General of New Jersey for the benefit of any person who may have a cause of action against the obligor of said bond for any violation of the CRI Act or Rules. A sample surety bond form is available from the Division of Consumer Affairs. If the surety gives notice that it is canceling the bond, the registrant must replace the bond before it expires or cease fund-raising activities in this State.*

4a. List **all** of the registrant's officers, directors, partners and shareholders if they own 10% or more:

Name of Individuals	Home Address and Telephone Number	Title or Relation to Business

4b. Do any of the registrant's officers, directors, executive personnel, employees or owners of ten percent (10%) or more of its capital stock also own, control, manage or operate any other business besides the business of fund-raising? Choose and check one: ☐ **Yes** ☐ **No** *If the response to this question is "Yes," list the following information on a separate sheet of paper: the full name of each such individual, the name and address of each other business and the nature of each listed business.*

4c. Are any of the registrant's members, officers, directors, executive personnel or employees the owners of ten percent (10%) or more of its capital stock? Choose and check one: ☐ **Yes** ☐ **No** *If the response to this question is "Yes," please provide (on a separate sheet of paper) the following information for each individual owning 10% or more of the registrant's capital stock: The full name of the individual; the individual's title or position with the organization; and the individual's percentage share of ownership of the organization.*

4d. Do any of the registrant's members, officers, directors, executive personnel, employees or owners of ten percent (10%) or more of its capital stock also have any affiliation or association with any client (contracted charitable organization)? Choose and check one: ☐ **Yes** ☐ **No** *If the response to this question is "Yes," please provide (on a separate sheet of paper) the following information for each individual: The full name of the individual; the individual's title/position with the registrant; the name and address of the charitable organization with which the individual is affiliated or associated; and the individual's title, position or the nature of his/her affiliation or association with the charitable organization.*

5a. Attach a complete list and copies of all contracts with charitable organizations which currently retain the registrant to act as an independent paid fund raiser or fund-raising counsel in the State of New Jersey or partly in the State of New Jersey. Please be sure to include each charitable organization's New Jersey registration number on the list and on the contract copies. Do not include contracts which have expired and not been renewed. **Contracts must comply with the requirements of N.J.S.A. 45:17A-27 of the CRI Act and N.J.A.C. 13:48–9.3(b) of the Rules.** Contracts being filed for the first time must be accompanied by a completed form CRI-500A and a contract filing fee of $30.00.

5b. Does the registrant currently subcontract or assign its rights under contract to any independent paid fund raiser, fund-raising counsel or other entity, or accept responsibility as assigned subcontractor? Choose and check one: ☐ **Yes** ☐ **No** *If the response to this question is "Yes," please attach the list of the names and addresses of all subcontractors and their N.J. registration numbers. Attach copies of all subcontracts; any subcontracts being filed for the first time must be accompanied by a contract filing fee of $30.00.*

5c. On a separate sheet of paper, list all charitable campaigns conducted by the registrant in whole or in part during its last fiscal year. Please include the name of each charitable organization; the commencement and termination dates of solicitations; the method(s) of solicitation; and the states in which the campaigns were conducted.

5d. On a separate sheet of paper, list all charitable organizations which have, within the last five (5) years, engaged or retained the registrant's services to plan or conduct solicitation activities in the State of New Jersey. Include the full legal name of each charitable organization, their N.J. charities registration number and the beginning and ending dates of each contract.

6. Does the registrant have a license, registration or permit from any other state agency for the purpose of soliciting funds for charitable organizations? Choose and check one: ☐ **Yes** ☐ **No** *If the response to this question is "Yes," please provide (on a separate sheet of paper) the following information: The name of each state and the type of license, registration or permit; the license, registration or permit number; the name and address of the issuing state agency; and the date of initial authorization to solicit funds in that state.*

7. Has the registrant or any of its present officers, directors, executive personnel or trustees been convicted of any criminal offense committed in **any** jurisdiction in connection with the performance of activities regulated under the CRI Act or regulations, or any criminal offense involving untruthfulness or dishonesty, or any criminal offense relating adversely to the registrant's fitness to perform activities regulated by the CRI Act or regulations? For the purpose of this subparagraph, a plea of guilty, non vult, nolo contendere or any other similar disposition of alleged criminal activity shall be deemed a conviction. Choose and check one: ☐ **Yes** ☐ **No** *If the response to this question is "Yes," list (on a separate sheet of paper) the following information: the name and full address of the jurisdiction(s) which took the action, the date and case/file number of the action; if taken against an individual, the name of the individual against whom the action was taken; the nature of the disciplinary action or criminal action taken and the disposition. Provide photocopies of any and all written documentation (such as a court order, administrative order, judgment, formal notice or written assurance) which support your affirmative response.*

8. Has the registrant ever been enjoined or ordered to cease and desist in any jurisdiction from soliciting contributions or been found to have engaged in unlawful practices in the solicitation of contributions or the administration of charitable assets? Choose and check one: ☐**Yes** ☐**No** *If the response to this question is "Yes," list (on a separate sheet of paper) the names and addresses of the jurisdiction(s) that took action; the date and case/file number of the action; the nature of the action and the disposition. Provide photocopies of any and all written documentation (such as a court order, administrative order, judgment, formal notice or written assurance) which support your affirmative response.*

9. Has the registrant ever had any fund-raising license, registration or permit denied, canceled, revoked or suspended in any jurisdiction? Choose and check one: ☐ **Yes** ☐**No** *If the response to this question is "Yes," list (on a separate sheet of paper) the following information: The name and address of each jurisdiction that took action; the type and number of the license, registration or permit; and the date and type of action taken. Provide photocopies of any and all written documentation (such as a court order, administrative order, judgment, formal notice or written assurance) which support your affirmative response.*

10. Has the registrant ever voluntarily entered into an assurance or voluntary discontinuance or agreement with any jurisdiction or federal agency or officer? Choose and check one: ☐ **Yes** ☐ **No** *If the response to this question is "Yes," list (on a separate sheet of paper) the following information: The name and address of each jurisdiction that took action; the type and number of the license, registration or permit ; and the date and type of action taken. Provide photocopies of any and all written documentation (such as a court order, administrative order, judgment, formal notice or written assurance) which support your affirmative response.*

11a. Did the registrant, during its solicitations in the last year, represent that tickets to an event would be donated by another for the benefit of a charitable organization? Choose and check one: ☐ **Yes** ☐ **No** *If the response is "Yes," provide (on a separate sheet of paper) a listing of all events with the full legal name of each charitable organization to which the tickets would be donated and answer questions 11b through 11d below. If the response is "**No**," please skip to the Fee Schedule and Check List below.*

11b. Has the registrant taken measures to prevent solicitation of contributions for donated tickets in excess of the number of ticket commitments received from the charitable organization(s)? Choose and check one: ☐ **Yes** ☐ **No** *If the response to this question is "**No**," please explain on a separate sheet of paper.*

11c. Has the registrant taken measures to ensure the number of tickets sold will not be greater than the number of seats available at the facility for each event or performance? Choose and check one: ☐ **Yes** ☐ **No** *If the response to this question is "**No**," please explain on a separate sheet of paper.*

11d. For each event represented and listed in response to question 11a, please attach a written and notarized ticket commitment statement from the charitable organization stating that it will accept donated tickets and specifying the number of tickets it is willing to accept and for which it is able to provide transportation (N.J.S.A. 45:17A-32e(1)). ***Note**: Each ticket commitment statement filed for the first time must be accompanied by a filing fee of $10. There is currently no form required for this purpose.*

Fee Schedule and Attachment Check List - Methods of payment are listed on our website: www.njconsumeraffairs.gov/charities

✔	$250.00 Initial Registration Fee.
✔	$25.00 Late Fee (if this registration is postmarked after July 30)
✔	$30.00 Contract Fee x _____ (number of CRI-500A forms with newly submitted contracts)
✔	$30.00 Subcontract Fee x _____ (number of subcontracts; no form required at this time)
✔	$15.00 Solicitor Registration Fee x _____ (number of solicitors being registered - see question 2a)
✔	$10.00 SR-1 or SR-2 Campaign Reports x _____ (number of reports being filed)
✔	$10.00 Ticket Commitment Statement x _____ (number of statements attached - see question 11d)
✔	Surety Bond (if required - see question #3)
✔	Attach statements for questions 5b through 11d (if required by the responses given). Each question must have a separate response page and the information must be typed or printed. Please label each response page with the name of the registering organization and the question being answered on that page.

CERTIFICATION

I, as a principal officer of the applicant organization, understand that this registration will be accepted **only** if the requirements of the CRI Act are met. I agree to cooperate fully with any request by the Attorney General or the Division of Consumer Affairs to inspect the records of this organization in order to ascertain compliance with the statute and all pertinent regulations. I certify that the above statements made by me are true. I am aware that if any of the above statements made by me are willfully false, I am subject to punishment.

_____	_____
Officer's Name (type or print)	Officer's Signature
_____	_____
(Title)	Date

Note: The above certification is to be signed by the chief executive officer, president or authorized representative officer of the organization.

THIS SECTION IS FOR CHARITIES REGISTRATION OFFICE USE ONLY:

PFR Registration Number: _____

Approved: ☐ Yes ☐ No

_____
Process stamp and initials of staff member

Date: _____

Deficiency and/or Office Notes: _____

_____

_____

GENERAL INFORMATION

INDEPENDENT PAID FUND RAISER or FUND-RAISING COUNSEL RENEWAL REGISTRATION

Form CRI-500PR

1. **Fund-Raiser Initial Registration and Renewals**: It is unlawful for any person to act as an independent paid fund raiser or fund-raising counsel unless registered annually with the N.J. Office of the Attorney General Division of Consumer Affairs, Charities Registration Section. Registrations are in effect from July 1 through June 30; the registration must be renewed by June 30 of each year to ensure there is no lapse in registration. Late filings require submission of a $25 late fee in addition to the registration fee. Late filings require submission of a $25 late fee in addition to the required $250 registration fee.

2. **Charitable Organization Initial Registration & Annual Renewals**: A charitable organization, unless exempted from the registration requirements of the Charities Registration & Investigation Act ("CRI Act"), (N.J.S.A. 45:17A-18 et seq.), must be registered with the Attorney General on forms prescribed prior to solicitation within the State of New Jersey. It is unlawful for any charitable organization to solicit contributions or have contributions solicited without being registered and compliant with the CRI Act. Charitable organization registration renewals must be filed annually within six months after the close of the charitable organization's fiscal year. Late renewal filings require submission of a $25 late fee in addition to the registration fee.

3. **Solicitor Registration and Annual Renewals**: It is unlawful for any person to act as a solicitor of an independent paid fund raiser unless registered prior to engaging in solicitation activity. Solicitor registrations are in effect from July 1 through June 30 and must be renewed by June 30 of each year to ensure there is no lapse in registration. Solicitor registrations and annual renewals require submission of a $15 registration fee.

4. **Contract Filing Form and Fee**: Contracts being filed for the first time must now be accompanied by form **CRI-500A** and a $30 contract filing fee in the form of check or money order only, made payable to the "New Jersey Division of Consumer Affairs." Subcontracts must be filed by the original independent paid fund raiser or fund-raising counsel with a $30 registration fee (no form is required at this time).

5. **Surety Bond**: If either an independent paid fund raiser or fund-raising counsel at any time has or intends to have custody, control, possession or access to a charitable organization's money, that independent paid fund raiser or fund-raising counsel will, at the time of making application for registration, file with the Office of the Attorney General, Division of Consumer Affairs, Charities Registration Section, a bond in which it will be the principal obligor, and which will be in the sum of $20,000. Attach the surety bond to the organization's initial registration and all subsequent registration renewals.

6. **Payments and Submission of Registrations, Fees and Documents**: All fees must be paid at the time of registration and annual registration renewal. Methods of payment are listed on our website: www.njconsumeraffairs.gov/charities.

7. **Statutes and Regulation**s: The CRI Act (N.J.S.A. 45:17A-18 et seq.) and **Charitable Fund-Raising Rules** (N.J.A.C. 13:48–1.1 through 15.1) may be viewed on the Charities Registration web site www.njconsumeraffairs.gov/charities under the subtitle "Rules."

8. **Definitions** for the terms "charitable organization," "fund-raising counsel," "independent paid fund raiser," "solicit" and other words and phrases used in this registration form are located within the CRI Act at N.J.S.A. 45:17A-20.

9. **Solicitation Statement**: Please be reminded that the CRI Act, N.J.S.A. 45:17A-18 et seq., requires that any printed solicitation, written confirmation or receipt or written reminder of a contribution issued by a charitable organization, independent paid fund raiser or solicitor contain the following statement: "INFORMATION FILED WITH THE ATTORNEY GENERAL CONCERNING THIS CHARITABLE SOLICITATION AND THE PERCENTAGE OF CONTRIBUTIONS RECEIVED BY THE CHARITY DURING THE LAST REPORTING PERIOD THAT WERE DEDICATED TO THE CHARITABLE PURPOSE MAY BE OBTAINED FROM THE ATTORNEY GENERAL OF THE STATE OF NEW JERSEY BY CALLING (973) 504-6215 AND IS AVAILABLE ON THE INTERNET AT www.njconsumeraffairs.gov/charities . REGISTRATION WITH THE ATTORNEY GENERAL DOES NOT IMPLY ENDORSEMENT."

10. **All questions require a response** and may not be answered by reference to a prior year's initial or renewal registrations. Failure to answer all of the questions and provide the required documentation will result in processing delays and may result in denial of the registration.

11. **Fund Raiser and Fund-Raising Counsel Registration and Other Fees**:
    - Independent Paid Fund Raiser and Fund-Raising Counsel Initial Registration Fee (each) $250.00
    - Independent Paid Fund Raiser and Fund-Raising Counsel Renewal Registration Fee (each) $250.00
    - Late Renewal Registration Filing Fee ..... $ 25.00
    - Solicitor of an Independent Paid Fund Raiser or Fund-Raising Counsel registration/renewal (each) ..... $ 15.00
    - Independent Paid Fund Raiser Contract Filing Fee with form CRI-500A (each) ..... $ 30.00
    - Independent Paid Fund Raiser Subcontract Filing Fee (no form required at this time)....(each) ..... $ 30.00
    - Report of Charitable Solicitation by an Independent Paid Fund Raiser or Fund-Raising Counsel (each) ..... $ 10.00
    - Ticket Commitment Statement(s) (each) ..... $ 10.00

12. **Registration Assistance**: After reading through these instructions and initial registration form CRI-500P, should there be any questions regarding professional fund-raising and fund-raising counsel registration in New Jersey, please contact the N.J. Division of Consumer Affairs' Charities Registration Section at our hotline number (973)-504-6215, Monday through Friday, from 9:00 a.m. to 4:30 p.m.