**Initial Registration Requirements**
Charitable organizations seeking to register with the Utah Division of Consumer Protection must pay an application fee and submit an application for registration. The Utah Division of Consumer Protection allows charitable organizations to file either of two application forms: the Charitable Organization Permit Application or the Unified Registration Statement (“URS”) application form. If the URS application form is used, however, it must be accompanied by the Supplement to the URS Form.  Application forms, the Supplement to the URS form, and instructions for permit applications, are available at <http://consumerprotection.utah.gov/registrations/charities.html>, but the required forms must be printed out and mailed or delivered to:

Division of Consumer Protection
160 East 300 South
PO Box 146704
Salt Lake City, Utah 84114-6704

Applicants who apply using the Charitable Organization Permit Application must attach all documents specified in that application, including:

* Current contract with the Parent Foundation (as defined in [Utah Admin. Code R152-22-2(2)(a)](http://www.rules.utah.gov/publicat/code/r152/r152-022.htm#T2));
* Current contract with each professional fundraiser, professional fundraising counsel, or consultant that the organization will utilize;
* The telephone transcript to be used in solicitation (if applicable);
* Copy of the Application for Tax Exempt Status filed with the IRS;
* The organization’s articles of incorporation or other documentation showing the organization’s current legal status;
* Current by-laws or other policies or procedures governing day-to-day operations;
* IRS Section 501(c)(3) or 501(c)(4) tax exemption letter;
* Most recent IRS Form 990 or annual financial report filed with the IRS;
* Current contracts used during the period of the application for the Charitable Organization Permit with professional fundraisers, professional fundraising counsel or consultants; and
* Any order or judgment resulting from any injunction or criminal conviction disclosed in the application.

To view the remainder of the article, please visit:

http://www.lawforchange.org/images/lfc/UtahFundraising.pdf