

MAIL TO:
Office of the Attorney General
Registry of Charitable Trusts
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STREET ADDRESS:
1300 I Street
Sacramento, CA 95814
(916) 210-7613

WEBSITE ADDRESS:
<http://ag.ca.gov/charities/>

INSTRUCTIONS FOR REGISTRATION FUNDRAISING COUNSEL FOR CHARITABLE PURPOSES (FORM CT-3CF)



WHO MUST FILE

Every fundraising counsel for charitable purposes in California must register with the Attorney General's Registry of Charitable Trusts prior to planning, managing, advising, counseling, consulting or preparing material for, or with respect to, the solicitation in this state of funds, assets or property for charitable purposes. "Fundraising counsel for charitable purposes" is defined in California Government Code section 12599.1 (a) and (b).

WHEN TO FILE

Fundraising counsel for charitable purposes must register annually in California for each calendar year of activity. The last day for filing the registration form is January 15 of the applicable year.

FEE MUST ACCOMPANY REGISTRATION

A registration fee of \$350 must accompany each annual registration form. The registration fee must be paid by a certified or cashier's CHECK payable to the ATTORNEY GENERAL'S REGISTRY OF CHARITABLE TRUSTS. A registration form not accompanied by a filing fee will not be processed and will be returned.

PENALTY FOR FAILURE TO REGISTER

Failure by a fundraising counsel to register with and report each person, corporation, or other legal entity for whom the fundraising counsel has performed any services to the Registry of Charitable Trusts is unlawful. A fundraising counsel for charitable purposes is subject to the Attorney General's supervision and enforcement to the same extent as a trustee for charitable purposes. Government Code section 12586.1 authorizes the Attorney General to charge late fees for each month or part of the month for registrations not received annually by January 15. The Government Code section can be found on the Charitable Trusts' web site at <http://ag.ca.gov/charities/> under "Statutes and Regulations."

FOR ADDITIONAL INFORMATION

Additional information is available on the Charitable Trusts' web site at <http://ag.ca.gov/charities/>. You may also contact the California Attorney General's Registry of Charitable Trusts at (916) 210-7613.