



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE

OFFICE OF THE
SECRETARY OF THE COMMONWEALTH

BUREAU OF CHARITABLE ORGANIZATIONS
207 NORTH OFFICE BUILDING
HARRISBURG, PA 17120
717-783-1720
1-800-732-0999

Dear Professional Solicitor:

The Pennsylvania Solicitation of Funds for Charitable Purposes Act (Act), 10 P.S. § 162.1 *et seq.*, requires the registration of professional solicitors who are retained by a charitable organization to solicit contributions from Pennsylvania residents.

No person may act as a professional solicitor prior to the Bureau's approval of a registration statement, bond, written contract, and solicitation notice. The Bureau may impose administrative fines for violations of the Act. A professional solicitor, which is a partnership or corporation, may register for, and pay a single fee on behalf of, all of its partners, members, officers, directors, agents and employees. Each registration is valid for one year and may be renewed for additional one-year periods. Professional solicitors who do not wish to renew their registration should provide written notice to the Bureau stating the reason why registration will not be renewed.

Because the Bureau registers both professional solicitors and professional fundraising counsels, you should review the definitions on the next page to make sure you are completing the proper registration form.

Complete the registration statement by answering ALL questions. If a question is not applicable, please state such. The registration statement must be signed by a principal officer of the professional solicitor. A bond in the amount of \$25,000 is required which must be maintained in effect as long as the registration is in effect. The application must be accompanied by a \$250 fee in the form of a check or money order payable to the "Commonwealth of Pennsylvania." Mail all filings to the Bureau of Charitable Organizations, 207 North Office Building, Harrisburg, PA 17120.

If additional registration forms are needed, you may make copies for future use. Forms may also be obtained by contacting our office or by visiting our Web site at the address below. If you have not received a copy of the Solicitation of Funds for Charitable Purposes Act, you may request a copy from the Bureau or you can review and/or print a copy from the Bureau's Web site. If you have any questions or need clarification about any of these matters please contact me.

R. Brian Aumiller
Administrative Assistant

Visit our website at: www.dos.state.pa.us then select "Charities