



**State of Rhode Island
Department of Business Regulation
1511 Pontiac Ave
Cranston, RI 02920**

**Requirements for Initial and Renewal Applications for
Professional Fundraisers, and Fundraising Counsel**

Before completing your online application, please check to make sure you have the following information available:

- Employer Identification Number (EIN)
- Name and address of person with custody of Organization's books and records if the Organization does not maintain an office.
- Date and Location of when/where Organization was established.
- Copies of all current contracts with Charitable Organizations pursuant to [R.I.G.L. § 5-53.1-9](#).
- [Bond](#), if required pursuant to [R.I.G.L. § 5-53.1-8](#).
- In lieu of requirements for Professional Solicitors, pursuant to [R.I.G.L. § 5-53.1-10](#), you may upload [THIS SPREADSHEET](#) of all Professional Solicitors. (if applicable)

You will be asked to disclose:

- If applicant's license or registration has been suspended, canceled or had any other administrative actions taken against it by any governmental agency.
- If any directors, officers, members, trustees, partners, senior level executives employees of the Organization been convicted of a felony, pled nolo contendere to a felony charge; been held liable in a civil action involving fraud, embezzlement, fraudulent conversion or misappropriation of property; had any concerning legal actions, administrative actions, civil or criminal actions taken.

ALL CONTRACTS MUST BE SUBMITTED TO THE DEPARTMENT WITHIN 10 DAYS OF EXECUTION.
IF THERE ARE ANY MATERIAL CHANGES TO THE INFORMATION PROVIDED, THE DEPARTMENT IS TO
BE NOTIFIED WITHIN 20 DAYS OF THE CHANGE.

ALL CHANGES MUST BE EMAILED TO THE DEPARTMENT AT DBR.CHARITYINQUIRY@DBR.RI.GOV.