

**Registrants who are qualified to file the
Short-Form Registration/Verification Statement CRI-200
must submit the following:**

- (1) A completed signed Short-Form Registration Statement CRI-200 with all questions answered, including all lists, statements and attachments as may be required by the answers given to the form's questions.
- (2) A check or money order in the amount of \$30, even if gross contributions did not exceed \$10,000. Annual renewal registrations are due within six months of the fiscal year-end. If filing after the due date, please include the \$25 late fee due. Checks should be made payable to the "New Jersey Division of Consumer Affairs."
- (3) Except when submitting an initial registration, the organization's charities registration number should be written on all checks, forms, attachments, documents etc. being submitted.
- (4) If the charity was required by the Internal Revenue Service to file an IRS-990 for the fiscal year-end being reported, a copy of the I.R.S. 990 (or 990EZ or 990PF etc.) must be submitted along with the Schedule A and all of the statements, attachments, schedules etc. which were originally attached to the copy submitted to the I.R.S.
- (5) Photocopies of any orders, judgments, agreements or other documents which show the final disposition of any civil or criminal actions brought against the organization or its board members, marked with the related question number and the charities registration number.
- (6) Only initial registrants are required to submit photocopies of the organization's bylaws, certificate of incorporation and I.R.S. determination letter. *However, copies of these documents must be resubmitted each time they are amended.*
- (7) Mail the completed registration, enclosures and any attachments to the:

*New Jersey Division of Consumer Affairs
Charities Registration & Investigation Section
P.O. Box 45021
Newark, NJ 07101*

Should you have questions regarding charities registration in New Jersey, please visit our Web site at <http://www.njconsumeraffairs.gov/ocp/charities.htm> where registration information, instructions, forms and a fee schedule may be viewed and/or downloaded. After reading through all of the information on our Web site, if you have further questions, please contact the Charities Registration Section at our hotline number (973)-504-6215 during regular business hours.