Professional Fundraiser Registration in Oklahoma
Information & Instructions

Oklahoma Secretary of State, 421 N.W. 13th, Suite 210, Oklahoma City, OK 73103
Telephone: (405)-522-2520

The Oklahoma Solicitation of Charitable Contributions Act, Title 18 O.S. § 552.1a applies to any person who acts as a professional fundraiser for any charitable organization, including any charitable organization exempt from registration requirements pursuant to Title 18 O.S. § 552.4. The Act defines a professional fundraiser as any person who for compensation or other consideration plans, conducts or manages the solicitation of contributions for or on behalf of any charitable organization, or who engages in the business or holds himself or herself out to persons in this state as independently engaged in the business of soliciting contributions for such purpose.

This information is intended to assist with the **REGISTRATION** of a Professional Fundraiser in Oklahoma pursuant to the provisions of the Act. **Please consult the act carefully.**

REGISTRATION PROCEDURE

PREPARE and **SUBMIT** to the Secretary of State:

1. One (1) original, fully completed Application for Registration, signed and acknowledged by a party duly authorized to act on behalf of the Professional Fundraiser. The signature or signatures shall constitute the affirmation of the signatory, under penalty of perjury, that the signature is that person s act and deed or the act and deed of the organization, and that the facts stated therein are true.

2. A check or money order in the amount of $215.00 made payable to the Oklahoma Secretary of State in payment of the registration fee.

REGISTRATION INFORMATION

REGISTRATION RENEWAL: Registrations are valid for a period of one (1) year from the date of filing with the Secretary of State, and may be renewed annually upon the filing of a renewal application and filing fee.

REGISTRATION UPDATES: Every professional fundraiser registered with the Secretary of State which shall change its name or the mailing address of its principal office, or plans to engage in professional fundraising activities using a name that is not listed on its registration form, shall at least fifteen (15) days prior to engaging in such activities file with the Secretary of State a statement executed by an authorized officer of the organization setting forth its new name or mailing address along with a filing fee of Twenty-five Dollars ($25.00).

FEE: **$215.00** **New & Renewal**
$25.00 **Update**

PRINT CLEARLY

Application for Registration as a Professional Fundraiser

☐ **Initial Registration** ☐ **Renewal** ☐ **Update**

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1. The full, legal name of the professional fundraiser:

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2. The **street** address of the principal place of business:

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3. The full legal names & street addresses of the charitable organizations with which you have entered into contracts or agreements relating to the solicitation of contributions:

(Please make an attachment, if necessary)

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4. The names of all professional solicitors employed by the professional fundraiser who will be involved in the solicitation of contributions for charitable organizations:

(Please make an attachment, if necessary)

EXECUTION AND ACKNOWLEDGMENT

An Application for Registration must be signed and acknowledged by a party duly authorized to act on behalf of the Professional Fundraiser.

I, the undersigned, under penalty of perjury, have caused this registration to be executed this day _____ of _____, ____; and that the contents of the application are true and complete.

_____

Signature

_____

Type or Print Name

_____

Title

Oklahoma Secretary of State
Request to receive
documents electronically

No need to wait on your filed documents to be mailed back to you. If you would like your filed documents returned electronically, please complete and attach this form to your documents. Complete ALL information below to receive an email which will contain a link to retrieve your filed documents. (Please print or type clearly.)

☐ **Return filed documents electronically**

Receipt will read as follows:

PERSONAL or BUSINESS NAME: _____

MAILING ADDRESS: _____

CITY, STATE & ZIP CODE: _____

PHONE OR CELL: _____

EMAIL ADDRESS: _____

(It is critical that the email address is correct, or you may not receive the notification of filing)