



*State of North Carolina*  
*Department of the Secretary of State*

ELAINE F. MARSHALL  
SECRETARY OF STATE

CHARITABLE SOLICITATION LICENSING DIVISION

**MEMORANDUM**

TO: All Licensed Charitable Organizations and Sponsors

FROM: Angelia Boone-Hicks, Licensing Supervisor

SUBJECT: **ISSUANCE OF LICENSE**

A license has been issued by the State of North Carolina, Department of the Secretary of State under G.S. 131F to your organization to conduct the appropriate activity in North Carolina within the dates noted on the license. Please note the following:

- **This license has been issued for the applicant to solicit contributions only under the organization's legal name that has been verified as part of the applicant review process.** Assumed names and DBAs that have been verified as part of the applicant review process permits the applicant to solicit contributions in those names as well.
- If your recent license application listed the use of assumed names or DBAs, please be advised that you are not permitted to solicit contributions in those names until the Department receives documentation verifying the organization's legal authorization to use other names. A stamped copy(s) of Certificate of Assumed Name or Certificate of Doing Business filed with a Register of Deeds bearing all names the organization wishes to use in the solicitation of contributions must be submitted. Upon receipt of the organization's documentation verifying the organization's legal authorization to use other names, the Department will update the organization's registration profile to reflect the use of all **verified** names to be used in the solicitation of contributions.
- All licensed charities and sponsors must conspicuously display in a type of minimum size nine (9) points, in bold or underlined type or within a border, the following statement on all solicitation materials:  
  
**Financial information about this organization and a copy of its license are available from the State Solicitation Licensing Branch at 919-807-2214. The license is not an endorsement by the State.**
- This license shall be renewed on an annual basis. The Department shall send each licensee a renewal application form at least 65 days prior to the expiration of a license.
- An organization planning no solicitation of contributions following the expiration of its license shall withdraw its license with the Department by filing a financial report within 90 days of the expiration of the license.

**Please note that the issuance of a license does not waive any rights that the Charitable Solicitation Licensing Division (CSL) has with regard to enforcement issues under the Charitable Solicitation Act. The fact that you have been issued a license while compliance with a subpoena, order, or any other enforcement action is pending does not protect you from further proceedings, including the suspension or revocation of the license and/or financial penalties. If compliance does not occur within the deadline set in the enforcement documents provided to you, further action will be taken by the CSL Enforcement Unit.**

We appreciate your cooperation. If we may be of assistance to you at any time, please let us know.

Enclosure