CHARITABLE TRUST NUMBER CHECKLIST

To complete initial registration for a Charitable Trust number, complete the following checklist and forward all documents to the Registry of Charitable Trusts:

1. *Form CT-1* (see attached or go to [www.capta.org](http://www.capta.org), click on the “Tax Filing Updates,” “Registry of Charitable Trust.” and then click on provided links for fillable *Form CT-1* and sample instructions)

2. Founding documents, as follows:
   - If you are incorporated:
     The articles of incorporation, all amendments, current bylaws (within three (3) years) and *IRS Form 1023*
   - If you are not incorporated:
     The unit, council, or district current bylaws (within three (3) years)

3. Request a letter of determination from your District. If unavailable, contact lod@capta.org.

4. $25 initial registration fee

5. **Mail all of the above documents to:**
   California Attorney General’s Office Registry of Charitable Trusts
   P.O. Box 903447
   Sacramento, CA  94203-4470

   If you have any additional questions, you can email the Registry of Charitable Trusts registration department at registration@doj.ca.gov.