

INSTRUCTIONS-PROFESSIONAL SOLICITOR REGISTRATION FORM

1. **REGISTRATION**-Complete the registration form answering all applicable questions. If not applicable, so state. Attach a separate sheet if additional space is needed.
2. **REGISTRATION FEE**- A registration fee must be paid electronically at <https://www.paystar.co/MakePayment/SubInput/762> or by a certified check, bank check, or money order made payable to the Louisiana Department of Justice in the amount of \$150.00 and must be included with the registration (51:1901.1).
3. **PARTNERSHIPS/CORPORATIONS**-A professional solicitor that is a partnership or corporation may register and pay a single registration fee of \$150.00 on behalf of all members, partners, officers, directors, agents and employees; however, the names, street addresses & titles of all officers, employees and agents and all other person contracted to work for the solicitor must be listed. (See #6 on form) (51:1901.1).
4. **EXPIRATION**-Registration is valid for 1 year. Registration must be renewed on or before the anniversary date of initial registration each year (R.S. 51:1901.1).
5. **SIGNATURE**-Registration forms must be signed and sworn to as prescribed by the Department (R.S. 51:1901.1).
6. **NOTICE OF COMMENCEMENT OF SOLICITATION**-A Notice of Commencement of Solicitation must be provided to the Department, on a form prescribed by the Department, no less than 10 days before commencing each solicitation campaign or event. Included with the Notice of Commencement must be a copy of the contract or agreement between the solicitor and the charitable organization or sponsor.
7. **SURETY BOND**-All professional solicitors must include with their registration a bond in the sum of \$25,000 issued by a surety provider authorized to do business in Louisiana. The bond must be on the department's form and payable to the state and to any liability arising out of a violation of R.S. 51:1901.1 et seq, or any rule adopted pursuant thereto.
8. **CHANGES**-Any material change in the information filed with the Division must be reported to the division, in writing, within 7 days after the change occurs.

Send the information to:

**LOUISIANA ATTORNEY GENERAL
CONSUMER PROTECTION SECTION
1885 NORTH THIRD STREET
BATON ROUGE, LA 70802**

**LOUISIANA DEPARTMENT OF JUSTICE
CONSUMER PROTECTION SECTION**

Send Completed application
and \$150.00 check to:

_____Initial
_____Renewal

Louisiana Attorney General
Consumer Protection Section
1885 N. Third Street
Baton Rouge, LA 70802

**REGISTRATION-PROFESSIONAL SOLICITOR
PLEASE TYPE OR PRINT**

Any person intending to solicit contributions on behalf of any charitable organization or sponsor within this state must, prior to acting as a professional solicitor, register with this division. Registration is valid for one year. Registration may be renewed on or before expiration date of initial registration.

Attach additional pages if necessary.

1. Full name and business address of solicitor (Include city, state, zip and telephone number).

Telephone number: _____

Name under which business will operate in Louisiana.

2. If above address is not in Louisiana, state the street address of primary office or affiliates in Louisiana.

3. Type of company _____(Corporation, partnership, individual, other).

4. If other than individual, state where company was legally established.

State

Date

5. Are you a partnership or corporation filing on behalf of your partners, members, officers, directors, agents and employees? _____ Yes _____ No. If so, attach a list of names, titles and street addresses of all persons contracted to work for the solicitor or provide the information to the Division within 5 days after the date of employment or contractual agreement.

6. On a separate sheet, list the names and residence addresses of all officers, directors, trustees and executive personnel of the professional solicitor.

7. Has the applicant or any of its directors, officers, persons with controlling interest in the applicant, employees or agents been convicted within the last 5 years of any felony or of a misdemeanor arising from the conduct of a solicitation for any charitable organization or sponsor or a charitable or sponsor purpose; or has the applicant or any of its directors, officers, persons with controlling interest in the applicant, employees or agents been enjoined from violating a charitable solicitation law in this or any other state? _____ Yes _____ No Describe convicting or injunction, including jurisdiction and case number. _____

8. Attach a separate sheet listing the names and addresses of all persons in charge of any solicitation activity.

9. Does the applicant maintain custody or control of contributions made to a charitable organization _____ Yes _____ No If yes, attach the bond as required by La. R.S. 51:1901.1.

NOTICE: ALL PROFESSIONAL SOLICITORS MUST PROVIDE A NOTICE OF COMMENCEMENT OF SOLICITATION TO THE SECTION AT LEAST 10 DAYS BEFORE COMMENCING EACH COLICTATION CAMPAIGN OR EVENT, ON A FORM PRESCRIBED BY THE SECTION.

ANY MATERIAL CHANGE IN ANY INFORMATION FILED MUST BE REPORTED, IN WRITING, TO THE SECTION WITHIN 7 DAYS AFTER THE CHANGE OCCURS.

**LOUISIANA DEPARTMENT OF JUSTICE
AND CONSUMER PROTECTION**

Bond# _____

**PROFESSIONAL SOLICITOR
SURETY BOND FORM**

_____, _____
(Name of Professional Solicitor) (Address, including state and zip code)

_____, _____
(Address) As Principal, and (Name of Surety Company)

_____, a surety authorized to do business in the state of Louisiana,

are held and firmly bound to the State of Louisiana and any person who may have a cause of action against the principal obligor arising out of a violation of any provision of La. R.S. 51:1901 et seq., or any rule adopted pursuant thereto in the amount of twenty five thousand dollars (\$25,000.00), lawful money of the United States for payment of which well and truly to be made, we, and each of us, bind ourselves, our heirs, executors, administrators, successors, and assigns insolido, firmly by this document.

WHEREAS, the above names principal has applied to the Louisiana Department of Justice and Consumer Protection to register as a professional solicitor for the period ending _____, in accordance with the provisions of R.S. 51:1901 et seq., and is required to furnish a surety bond with such registration.

AND, if the Principal shall fully and faithfully observe all provisions of La. R.S. 51:1901, then this obligation shall be void; otherwise to remain in full force and effect.

The surety may cancel this bond at any time by providing the Department thirty (30) days notice in writing by certified mail of its intent to cancel or terminate this bond. The surety shall not be discharged from any liability already accrued under this bond, or which shall accrue hereunder before the expiration of the thirty day period. In addition, the surety shall not be discharged from any liability which accrues under this bond during the period said bond is in effect.

This bond shall not become void upon the first recovery thereon but demand may be made from time to time until the full amount thereof shall have been exhausted.

Signed and sealed this _____ day of _____, _____.

Principal (Name of entity)

(Surety)

Signature of Officer/Title

Signature of Officer/Title

Address

Address

Business Telephone

Business Telephone

Attach agent's power of attorney and mail original to Department of Justice and Consumer Protection Section.

STATE OF LOUISIANA
NOTICE OF COMMENCEMENT OF SOLICITATION

1. Name of professional solicitor: _____

2. Is professional solicitor currently registered with this office? _____ Yes _____ No
3. Full name and business address of charitable organization:

4. Describe the specific charitable purpose for which the solicitation is being conducted.

5. Percentage of funds solicited which are designated for the charitable organization.
_____ %
6. Percentage of funds solicited which are designated for the for profit fund raising firm.
_____ %
7. Percentage of funds to the charitable organization that are used for a charitable purpose:
_____ %
8. Please attach a copy of the solicitation contract.
9. Specific dates of charitable solicitation. Beginning mo/day/yr _____-until
mo/day/yr _____.

Send information to:

**Consumer Protection Section
Louisiana Department of Justice
1885 N. Third Street
Baton Rouge, LA 70802**