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SERVICES

INFORMATION

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REQUESTS

Basic Business License Information: Charitable Solicitation

NAICS CODE: 813000-1

NAICS DESCRIPTION: Charitable Solicitation means the request directly or indirectly for any contribution on the plea or representation that such contribution will or may be used for any charitable purpose.

Endorsement Class: General Business

Legal Authority: DC Code: 44-1700; 47-2851 DC Municipal Regulations, Title 16, Chapter 13

License Duration: Two (2) Years

Category License Fee: \$208.00

License Available Online: No

Application Fee: \$70.00

Online Processing Fee: N/A

Endorsement Fee: \$25.00

Payment Method

If applying in person, you can pay for your Basic Business License (BBL) by cash, check, money order, or credit card at the Department of Consumer and Regulatory Affairs, Business License Center, 941 North Capitol Street, NE, Suite 1000, Washington, DC 20002.

If applying by mail you can pay for your Basic Business License (BBL) by check or money order payable to "DC Treasurer" and submitted to:

Bank of America Lockbox Services
Attention: DC Government Wholesale Lockbox #91360
Bank of America Lockbox Services
11333 McCormick Road
Hunt Valley, MD 21031

Application Requirements

All applicants for a Basic Business License must comply with the following DC Code requirements:

Basic Business License Application

To make sure you get your BBL as quickly as possible, you must submit a properly completed BBL EZ Form. All of your responses should be printed clearly in English.

- [Fillable Downloadable BBL EZ FORM*](#)
- [Barril nuevo BBL EZ Form en Español*](#)

Note on PDF Forms: To download and fill out BBL EZ form you should open the form and save to your desktop. We recommend you also rename the form as you save to your desktop. For most users, you should be able to save your work. If you cannot, you should print the form before closing.

Certificate of Occupancy / Compliance for Zoning Regulations

Before applying for your BBL, you'll need a Certificate of Occupancy (C of O) for the location where your business is conducted to demonstrate that your business does not conflict with building and zoning codes. (If your business is located in an office building, you may operate under the umbrella of the C of O issued to the owner of the building, as long as the C of O was issued for the entire building; check with your building owner or management company for the C of O holder name, number, and issue date.) If you have any questions about Certificates of Occupancy, please call the Building & Land Regulation Administration at (202) 442-4589.

Clean Hands Certification

You'll also need to certify that you don't owe more than \$100 to the District of Columbia government as a result of fees, penalties, interest, or taxes through completion of a Clean Hands form provided in your BBL application package.

- [DCRA Clean Hands Form*](#)

Office of Tax & Revenue (OTR) Registration

Before applying for your BBL, you'll also need to register your business with OTR and submit a copy of your tax registration certificate with your application. If you're not already registered, simply complete and file a Tax Exemption Registration Form (FR-164). You get all the necessary forms and submit your

application online at the Business this can also be done online at the **Business Tax Service Center**. For more information, please call the Tax Customer Center at (202) 727-4829.

Internal Revenue 501 Exemption

A copy of the 501(c)3 document from the Internal Revenue Service citing the exemption must be submitted. Each applicant, who claims his or her tax status is pending, must submit a certified copy of the application from the Internal Revenue Service. This certified copy must be provided in order to process the Charitable Solicitation application.

Charter and By-Laws

A copy of the organization's charter and by-laws must be submitted.

Uniform Registration Statement

A Uniform Registration Statement is required. A list of professional fund raisers and solicitors is required as part of the Uniform Registration Statement.

Statement Requirement

A full statement of the character and extent of the charitable work being done.

Resolution

A certified Resolution authorizing a corporate officer to make application in the District of Columbia is required of all corporations.

Itemized Financial Statement

Each application should be occupied by an itemized financial statement for the last preceding calendar or fiscal year.

Solicitor Information Cards

Each registrant or applicant for a charitable solicitation registration may obtain solicitor information cards for a fee of \$3.00. A list of the names and addresses of the persons who will be soliciting on behalf of the organization must be submitted in triplicate (3 copies).

Professional Fundraisers or Solicitors

Each professional fund raisers and professional solicitors shall provide a copy of the contract, if any, made by or on behalf of each applicant with each professional fund raiser and professional solicitor.

Special Instructions

If your business falls into one of the following categories, there are additional requirements for your BBL application, as described below.

Corporation Division Requirements

If you are a corporation, partnership or limited liability company you must be registered in the District and in good standing. For instructions on how to register, please go to **DCRA Corporate Registration Information Center**. For more information, please call the Corporation Division at (202) 442-4432.

Non-Resident of the District of Columbia (including Foreign Corporations)

If you are not a resident of the District of Columbia, you'll need to appoint a Resident Agent or an Attorney-in-Fact who lives or works in an office in the District, who will be the official recipient of any financial, process, or legal notices that we need to send to you. If you are not a DC resident, please complete the Certified Resident Agent Appointment Form.

Corporate Registered Agents

Every corporation needs to have a registered agent office in the District of Columbia. This office can but does not need to be the same as your place of business. Foreign corporations doing business in DC need to certify that their named registered agent is duly authorized to represent that corporation.

Trade Name Operative (Use of Fictitious Business Name)

If your business uses a Trade Name, you'll need to register the name with DCRA and indicate both the trade name and the official business name (including its corporation, LLC, or partnership classification) if applicable.

Other District or Federal Agencies Involved for this Basic Business License

1. **Department of Consumer and Regulatory Affairs**
2. **Office of Tax and Revenue**

Additional Business Activities (BBL Endorsements)

If you conduct more than one business activity (endorsement type), you'll need to indicate those activities on your BBL application. You might have any number of additional business activities connected to this particular license endorsement.

Special Notes: If your business includes any of the above endorsement activities, you can get additional fact sheets and application forms by contacting DCRA's License Center at (202) 442-4311, or by email at bbl.infocenter@dc.gov.

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