

**Oregon Department of Justice Fund-Raising Firm Annual  
Registration Form PF-10/PF-20**

(Instructions on reverse)

Official Use Only

1. Name/Address of professional/commercial fund-raising firm (list all assumed business names):

2. Telephone number:

E-mail or Web address:

( )

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3. Fund-raising firm type (see instructions for definitions) :

Professional

Commercial

4. Form of organization of the professional/commercial fund-raising firm:

Sole proprietorship

Partnership

Corporation or LLC, State: \_\_\_\_\_

5. Fund-raising method(s) (check all that apply):

Telephone

Direct Mail

Door-to-Door

Vending

Other:

6. Names and addresses of all corporate officers, if any(attach additional sheets if necessary):

Name

Residential Address

Telephone

President:

( )

Contact Person:

( )

7. List all persons who own a 10% or more interest in the professional/commercial fund-raising firm  
(to be completed by all registrants, including sole proprietorships - attach additional sheets if necessary):

Name

Residential Address

Ownership Interest

%

%

%

%

8. Name and relationship to fund-raising firm of person completing this registration statement:

Name:

Position in Organization:

I certify that the registrant has filed any assumed business names with the Oregon Secretary of State's Corporation Division and, if the registrant is a foreign corporation or limited liability company, that it has registered to do business in Oregon with that same office if required by ORS 60.701 or 63.701.

I hereby declare that the information contained in this statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court or administrative proceedings and is subject to penalty for perjury.

\_\_\_\_\_  
(signature of declarant)

\_\_\_\_\_  
(print name of declarant)

\_\_\_\_\_  
(date)

**Mail form and \$250 registration fee to the address listed in the instructions.**

# Fund-Raising Firm Registration Form PF-10/PF-20

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## General Instructions

Professional/commercial fund-raising firms must register with the Department of Justice, Charitable Activities Section before conducting solicitations for contributions. Solicitations without such a registration is a class A misdemeanor.

To register, submit a completed registration form and \$250 annual registration fee. The registration form must be completed by a responsible party with the professional/commercial fund-raising firm. A responsible party includes a sole proprietor, partner (partnership), or officer (corporation).

The registration shall be effective for a period of one year from the date issued. The firm will receive a registration number and confirmation of the date issued in writing from the Department of Justice. The firm must submit a completed registration form and \$250 registration fee to renew its registration. To avoid a lapse in registration, submit the renewal fee and form at least two weeks prior to the expiration of the current registration period.

## Line Instructions

### 1. Firm Name/Address

Enter the full name of the professional/commercial fund-raising firm. Also list all assumed business names and all other names to be used by solicitors. Enter the address of the principal place of business of the firm.

### 2. Telephone Number/E-mail Address

Enter the telephone number of the principal place of business of the professional/commercial fund-raising firm. If applicable, enter the e-mail address of the firm.

### 3. Firm Type

Check the appropriate box indicating the type of firm. A professional firm solicits only donations. A commercial firm sells a good or service in connection with its request for a donation. A firm may conduct both types of campaigns under one registration.

### 4. Organizational Type

Check the appropriate box indicating the type of organization for the professional/commercial fund-raising firm.

### 5. Fund-Raising Method

Check the appropriate box(es) that apply to the firm's method of soliciting donations.

## 6. Corporate Officers

If the fund-raising firm is a corporation, enter the names of the president and secretary, as applicable. Also enter the residential address and telephone number for each individual listed.

## 7. Firm Ownership

Enter the name, residential address, and telephone number of each individual who owns a 10% or more interest in the firm. Enter the percentage of ownership for each individual. Attach additional sheets if necessary.

## 8. Registrant

Enter the name and position in the professional fund-raising firm of the person completing this registration form..

### Signature

An authorized officer of the registrant must sign in the space provided.

### Address and Telephone Number Changes

The Department of Justice must be notified in writing of any change in information contained in the current registration form on file. The written notification of change must be delivered within 7 days after the change occurs. Firms may submit a new registration form indicating the changes, or the changes may be listed in a letter.

### Where to File

Submit the completed registration form and \$250 annual registration fee to the following address:

Professional Fund-Raising Registrar  
Charitable Activities Section  
100 SW Market Street  
Portland, Oregon 97201-5702

Make check payable to the Oregon Department of Justice.

### Additional Information

For information regarding the additional responsibilities of professional/commercial fund-raising firms, see Oregon's Charitable Solicitations Act (Oregon Revised Statutes 128.801 to 128.898).