



## CITY OF LOS ANGELES NOTICE OF INTENTION APPLICATION CHECKLIST

(In accordance to LAMC, Section 44.10)

This helpful Charitable Services Section (CSS) checklist is intended for **first time Notice of Intention (NOI) filers** or for **existing agencies with updates** on previously submitted documents. Ensure all sections requiring signatures, initials, dates, and fees are filled out. Incomplete fields and/or missing fee will render the application incomplete and cause delays. As of April 18, 2024, the cost for an Information Card processing fee is **\$42**.

### FORMS & SUPPLEMENTARY DOCUMENTS NEEDED TO COMPLETE THE NOTICE OF INTENTION APPLICATION

	COMPLETE (✓)	FORM, DOCUMENT OR OTHER <i>* Organization's founding documents are required from organizations if filing for the first time.</i>	ON FILE AT CSS (✓)
1		All fields of the Notice of Intention (NOI) Application must be complete	
2		The application must be signed by two current officers of the organization	
3		Copy of the Articles of Incorporation, constitution or other rules of operation, including for unincorporated associations (All amendments must be included.)*	
4		Copy of Bylaws*	
5		Copy of Internal Revenue Service Exemption Letter*	
6		Copy of Current Year California State Franchise Tax Exemption Letter ( <a href="http://ftb.ca.gov/file">ftb.ca.gov/file</a> )	
7		California Office of the Attorney General, Registry of Charities and Fundraisers Registration Number ( <a href="http://oag.ca.gov/charities">oag.ca.gov/charities</a> )	
8		A written statement/letter of authority from the organization, if the solicitation is on behalf of any other organization. The provided document must be authorized and signed by two officers and must state "granting permission to use the organization's name."	
9		Information Card processing fee of <b>\$42</b> made payable to "City of Los Angeles." Payments must be in the form of check or money order only. Mail or drop off with NOI.	
10		Detailed proposed budget	
11		Name(s) of person(s) or any current agent or employee(s) engaging in solicitation of funds	
Upon request of the Charitable Services Section: a Statement of Accomplishment for the prior calendar year, Names of all authorized signers, and Name and address of the bank where the organization's account(s) is/are held.			

To submit a completed NOI application and all required documents with payment, mail to or drop off at:

**Charitable Services Section  
Los Angeles Police Commission  
100 W. 1st Street, Room 147  
Los Angeles, CA 90012**

For questions about this checklist, or to verify the status of your NOI application, contact us at:

Email: [pccharity@lapd.online](mailto:pccharity@lapd.online)  
Phone: (213) 996-1260



CITY OF LOS ANGELES
NOTICE OF INTENTION
TO SOLICIT CHARITABLE CONTRIBUTIONS

Please type or print and completely answer all questions on this form, leaving no fields blank. Answer "No" or "None" in fields where appropriate, additional information may be provided on separate sheet if needed. Los Angeles Municipal Code (LAMC), Chapter IV, Article 4, Sections 44.04 and 44.09 require that this Notice of Intention form be filed at least 15 days prior to the beginning of your solicitation activities, and no entity or person shall solicit any charitable contribution unless an Information Card has been issued by the Los Angeles Police Commission. Non-compliance violation of this LAMC as a misdemeanor.

A \$42 fee must accompany this application. Make checks or money orders payable to "City of Los Angeles".

ABOUT ORGANIZATION

Name of Organization (as registered with the IRS):

Business Address: City: State: Zip:

Contact Person: Employer Identification Number (EIN):

Contact Number: CA Charities and Fundraisers Registration No.:

Email: Org. Website:

ABOUT ACTIVITY

Describe type of appeal (solicitation) event/campaign and title of activity if available:

Event Venue Name (if applicable): Solicitation Dates, From: To:

Event Venue Address (if applicable): Event Date (if applicable):

City: State: Zip: Estimated Goal Amount

SOLICITATION DETAILS

Type of solicitations/donations to be solicited (check all that apply): Monetary In-kind goods In-kind services Other

Specify Purpose and Use To Which The Proceeds Will Apply:

Is a different organization benefiting from this solicitation? \*Yes No

If this solicitation is conducted on behalf of another organization, attach details (name, address, phone number, and enclose a copy of the authorization letter from said organization(s)).

METHOD OF SOLICITATION (Check all that apply)

- Box Office/Ticket Sales Door-to-Door/Personal Approach Fundraising Platform Online/Email/Social
Phone/Telemarketing Postal Mail Radio/TV Storefronts/Poster/Flyers Volunteer Solicitors
Newspaper/Bulletins Other Paid Solicitors/Commercial Fundraisers (requires permit)\*

\*If the paid solicitors/commercial fundraisers box is checked, attach details with the name, address, and phone number of the paid solicitors/commercial fundraisers and enclose a copy of their valid registration permit or license (LAMC Sec 44.14.h)

Itemize all anticipated expenditures related to this solicitation or activity:

Table with 2 columns: Expenditure Type and Amount. Rows include Advertising/Publicity Costs, Postage, Decorations/Favors, Printing, Entertainment (DJ/Band/Orchestra), Prizes, Equipment Purchase/Rental, Reservation/Venue Fee, Food/Meals, Transportation, Information Card Processing Fee, Paid Solicitors/Promoters, Other Permits/License Fees, Other, Merchandise/Goods (to sell), and Estimated Total Expenditures.

For Charitable Services Section Use Only

Agency Verification Status Verified By:

Date received: Org #: AG/DOJ
Check #: Assigned To: Boardmembers
Check Amt: \$ SOS
FTB



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ADDITIONAL INFORMATION

REQUIRED DOCUMENTS

Include the following documents with the completed page 1 of this form.

Organization's founding documents are required from organizations filing for the first time.

- a. Processing Fee of \$42.00 via check or money order made payable to: City of Los Angeles.
b. A current List of Partners/Officers/Directors/Trustees/or Association Members, whichever is applicable.
c. A copy of registration filed with CA Secretary of State Office, including Articles of Incorporation and Bylaws, if entity is incorporated.\*
d. A copy of registration filed with CA Attorney General's Office, showing current registry status. \*
e. A copy of tax exemption determination letter from CA Franchise Tax Board and US Internal Revenue Service. \*

Check Items Below:

Table with 2 columns: Attached, Previously Submitted. Rows correspond to items a-e.

(\*Documents in c, d, and e above are required only for first-time filer or if a change in the entity's prior year organizational structure or status occurred.)

MAY BE REQUIRED UPON REQUEST

- a. Statement of accomplishments for the last calendar year.
b. Detailed proposed budget.
c. The name and location of the bank account.
d. The name(s) and title(s) of all person(s) authorized to sign checks.
e. The name(s) of person(s) or any current agent(s) or employee(s) engaging in the solicitation of funds.

ACKNOWLEDGEMENTS AND SIGNATURES: OFFICERS/DIRECTORS/TRUSTEES OF THE ORGANIZATION - MUST SIGN THIS FORM

Has any of the entity's current officer, director, trustee, partner, agent or employee ever been convicted of a felony or a misdemeanor involving moral turpitude within the past seven (7) years? \*Yes No

If yes, attach a list identifying all individual(s) by name, title, the nature of the offense, the State where the conviction occurred, and the year of the conviction.

I/We, the undersigned, declare under penalty of perjury that (1) the foregoing content in this Notice of Intention form is true, correct, and complete, including accompanying documents; that (2) I/We have read and before authorizing anyone to solicit on behalf of the entity, will require them to be familiar with the provisions of the Los Angeles Municipal Code (LAMC) Chapter IV, Article 4, Philanthropy (Article available upon request); that (3) I/We will submit a completed Report of Results (ROR) of Activity form signed by two officers/directors/trustees to the Charitable Service Section of the Los Angeles Police Commission, within 30 days after the completion of this solicitation/fundraising activity (LAMC, Article 4, Sec 44.10).

The signature of two current board member(s) of the organization is required to execute this form.

Form with 5 columns: Print Board Member Name and Title, Signature, Today's Date, Contact Number, Email Address. Two rows for board members.

IDENTIFY THE PERSON WHO OVERSEES THIS SOLICITATION/FUNDRAISING CAMPAIGN (WHOSE NAME WILL BE LISTED ON THE INFORMATION CARD)

\*\*\*\*\* THE INFORMATION CARD WILL BE E-MAILED TO THE PERSON IN CHARGE OF THE APPEAL UNLESS OTHERWISE NOTIFIED.\*\*\*\*\*

Form with 5 columns: Person In Charge, Print Name and Title, Signature, Today's Date, Contact Number, Email Address.