

**LOUISIANA DEPARTMENT OF JUSTICE**

**PUBLIC PROTECTION DIVISION**

**Charitable Exemption Checklist**

Please return to:	Phone: 225-326-6400
Public Protection Division 1885 N. 3 <sup>rd</sup> Street, 4 <sup>th</sup> Floor Baton Rouge, LA 70802	Fax: 225-326-6499 Website: <a href="http://www.AGLizMurrill.com">www.AGLizMurrill.com</a>

**To apply for exemption based upon educational institution**

1. Letter of Accreditation from the State Department of Education or the appropriate state educational board or accrediting agency;
2. Articles of Incorporation;
3. Bylaws;
4. IRS Determination Letter;
5. Copy of all contracts with current professional solicitors or fundraisers;
6. Charitable Exemption Form.

**To apply for exemption based upon religious institution**

1. IRS Determination letter;
2. Articles of Incorporation;
3. Bylaws;
4. An explanation of how the religious institution/organization meets the religious institution requirement for exemption status. The definition of a religious institution can be found at 16 LAC Pt. III §515;
5. Copy of all contracts with current professional solicitors or fundraisers;
6. Charitable Exemption Form.