



State of Connecticut  
Department of Consumer Protection  
Public Charities  
165 Capitol Avenue  
Hartford, CT 06106-1630

**Renewal Application for Connecticut Charitable Organization**

Name of Charitable Organization				
Street Address		City	State	Zip Code
Telephone Number	FEIN	Email Address		
CT Charitable Organization Registration Number		Expiration Date of Registration		

**1). Attach the following to this form:**

- ❶ IRS Form 990, 990EZ or 990PF for your most recently completed year end.
- ❷ Audit Report for your most recently completed year end – if 990 reported more than \$500,000 in gross revenue.
- ❸ Check made payable to “Treasurer, State of Connecticut”
  - The fee due is **\$50.00** if received on or before the expiration date.
  - Add an additional \$25.00 for each month the application is received after the expiration date.

**2). Two persons authorized by the organization must sign this form.**

\_\_\_\_\_  
Signature Printed Name Date

\_\_\_\_\_  
Signature Printed Name Date

**3). Mail this signed form, attachments and check to the address shown above. Additional instructions for renewing this registration can be obtained on our web site at [www.ct.gov/dcp](http://www.ct.gov/dcp).**

**4). Extension of Time to File: If any part of the application requirements shown above will not be available by the due date you must request an extension of your current registration before the expiration date.** Email your request to [charity.extensions@ct.gov](mailto:charity.extensions@ct.gov). All extension requests must include the Name of the Organization, Connecticut Charities Registration Number, your FEIN and the reason for the request. No fee is required. Mailed or faxed extension requests will not be granted. You will receive an email reply indicating approval or denial of your request. If you have already requested and been granted a six-month extension of your current registration, no further extensions are available.