

## INSTRUCTIONS FOR ATTACHMENT E

### 1. Go to the following URL (Charities Registration)

<https://njconsumeraffairs.state.nj.us/public-charity-search-results/>

## Search For A Charity

### File Standing Definitions

**Compliant** – the organization has met all of the registration requirements of the CRI Act.

**Non-Compliant** – the organization has not met all of the registration requirements of the CRI Act for one or more fiscal years.

**Exempt** – the organization meets one of the definitions of an organization which is exempt from the charity registration requirements of the CRI Act (N.J.S.A. 45:17A-26).

**Retired** – The organization was registered as a charity in NJ in the past, but requested file closure and is no longer registered as a charity in NJ. Reasons for file closure may include: the organization is exempt from the registration requirements of the CRI Act because its annual gross public contributions are less than \$10,000, the organization no longer solicits in New Jersey or the organization is no longer operating (has been dissolved).

**Revoked** – the organization's charity registration was taken by the State after an enforcement action and is no longer permitted to act as a charity in the State of New Jersey.

**Denied** – the organization's initial registration was denied by the Division of Consumer Affairs at the time the application was made.



| NJ Reg. # | Federal EIN | Charity Name ↑ | File Standing | Address | City | State | Zip | Phone |
|-----------|-------------|----------------|---------------|---------|------|-------|-----|-------|
|-----------|-------------|----------------|---------------|---------|------|-------|-----|-------|

### 2. Enter Charity Name in the box and hit 'Search'

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|-----------|-------------|----------------|---------------|------------------|--------|-------|-------|--------------|
| CH1217300 | 223469143   | 10000 MENTORS  | Retired       | 33 WASHINGTON ST | NEWARK | NJ    | 07102 | 973-242-1142 |

### 3. Go to FILE/PRINT on your computer and print the screen to a PDF on your desktop or print the charity record to paper and scan. On the print screen, make sure 'headers and footers' are checked, if it is not, the DATE will not print on the page.

**Make sure the date shows on the scanned page (example below).**

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### Division

Division Home ([www.njconsumeraffairs.gov/Pages/default.aspx](http://www.njconsumeraffairs.gov/Pages/default.aspx))

Consumer Protection

Licensing Boards

File a Complaint

Adoptions & Rule

Proposals

### Department

OAG Home

Contact OAG

4. Print out 1 record for each of your affiliated charities.

5. Scan all the charity records into (1) PDF.

If you require assistance at Charities Registration, email:  
[charitiesportalsupport@dca.lps.state.nj.us](mailto:charitiesportalsupport@dca.lps.state.nj.us)