

CHAR007  
FREEDOM OF INFORMATION LAW (FOIL)  
REQUEST FORM

STATE OF NEW YORK  
DEPARTMENT OF LAW  
CHARITIES BUREAU - FOIL SECTION  
120 BROADWAY  
NEW YORK, NY 10271  
[www.ag.ny.gov/bureaus/charities/about.html](http://www.ag.ny.gov/bureaus/charities/about.html)

*Application for Public Access To Records*

Name: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_  
Firm/Organization: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Date of Request (mm/dd/yyyy): \_\_\_\_\_  
\_\_\_\_\_

→ PLEASE SUBMIT A SEPARATE REQUEST FOR EACH ORGANIZATION.

→ **PLEASE NOTE:**

*You may access the registration status of organizations registered with the Charities Bureau through the Charities Bureau's online registry search - [www.ag.ny.gov/bureaus/charities/about.html](http://www.ag.ny.gov/bureaus/charities/about.html). From the online registry search, you may link to the organization's IRS Form 990 annual information returns on the private website of ERI, Economic Research Institute, Inc. IRS Forms 990 on ERI's website were submitted by filers to the IRS, not the Charities Bureau, and are made publicly available by the IRS under the Freedom of Information Act (FOIA). Recent 990s of most 501(c)(3) organizations are also available online at [www.guidestar.org](http://www.guidestar.org).*

**I hereby apply to inspect records relating to the following:**

Organization's Name: \_\_\_\_\_  
Organization's Address: \_\_\_\_\_  
NYS Registration number, if known: \_\_\_ - \_\_\_ - \_\_\_  
Federal Employer Identification Number (EIN), if known: \_\_\_ - \_\_\_\_\_

**I want to inspect the legally available portions of the following records:** (Please check)

- Annual Reports – Year(s) of filing: \_\_\_\_\_  Most recent year available  
 Specify: \_\_\_\_\_
- Registration Statement (including certificate of incorporation, bylaws or other organizing documents, IRS determination letter and other attachments, if available)
- Other: \_\_\_\_\_

\* \* \* \* \*

**How do you wish to review the documents?**

- I want an appointment to review the documents in the office of the Attorney General's Charities Bureau. Please advise me when the documents are available for review. *(Copies will not be available immediately.)*
- I want the requested documents emailed to me at the following address: \_\_\_\_\_  
*(There is no charge for documents sent by email. The documents will be sent as PDF attachments. Your email must be capable of receiving large file attachments. **Only Annual Reports and Registration Statements are available by email.**)*
- I want the requested documents mailed to me. I understand that I will be billed for copying charges and will not receive the documents until I have paid my bill. *(There is no charge for the first five pages. There is a charge of \$0.25 for each additional page.)*

*Mail completed form to address above.*