



Tre Hargett
Secretary of State

Professional Solicitors Instructions

Division of Charitable Solicitations and Gaming

Department of State

State of Tennessee

312 Rosa L. Parks Avenue, 6th Floor

Nashville, Tennessee 37243

Phone: 615-741-2555

Fax: 615-253-5173

sos.tn.gov/charitable

Each application for registration must include the following:

- Complete Application for Registration (**Must be renewed annually on or before December 31st**)
- Application Fee of \$250.00
- Submit Proof of a Surety Bond

Prior to soliciting on behalf of a charitable organization:

- Submit a Completed Campaign Notice

Within ninety (90) days of the completion of a solicitation campaign, or within ninety (90) days after the fiscal year end of a multi-year campaign:

- Submit a Summary of Financial Activities Form for a Campaign