

## **DOCUMENTS REQUIRED WITH APPLICATION**

### **NOTES:**

- The Applicant **must be a resident of Howard County** and a **member of the non-profit organization**
- To guarantee that you receive your license **we recommend you submit the application 21 days in advance.** **Applications received less than ten days in advance of the event may not be approved.**
- Applications must have original signature and notary. **Photocopies not accepted.**

### **Please submit the following documents with this application:**

1. A copy of the organization's by-laws or charter
2. A letter from the IRS documenting that the non-profit is registered and accepted
3. EIN- Employee Identification Number
4. Copies of promotional materials for the event which clearly identify the beneficiary of the fundraiser
5. A copy of the application and receipt for Form 990 or 990N
6. Advise the estimated number of participants at the event
7. Organization must be in good standing with the Maryland Department of Assessments and Taxation

## **FAILURE TO PRODUCE THESE DOCUMENTS MAY RESULT IN YOUR APPLICATION BEING DENIED**

A \$15 processing fee must be submitted at the time of application.  
We accept the following: cash, check or money order (checks and money orders must be made payable to the Director of Finance: Howard County)