



STATE OF CONNECTICUT
DEPARTMENT OF VETERANS AFFAIRS
287 WEST STREET
ROCKY HILL, CT 06067



CONNECTICUT QUALIFIED VETERANS' CHARITABLE ORGANIZATION LISTING APPLICATION

Pursuant to Conn. Gen. Stat. Section 27-100f a Connecticut Qualified Veterans' Charitable Organization will be placed on a list maintained by the Connecticut Department of Veterans Affairs for a period of three years. Veterans organizations may apply for inclusion on the list by submitting this form.

ELIGIBILITY: To be included on the list the Veterans' Organization must be one that: (1) Holds itself out to be established for any benevolent, educational, philanthropic, humane, scientific, patriotic, social welfare or advocacy purpose relating to or on behalf of veterans; and (2) has been (A) a nonstock corporation, organized under chapter 602, or any predecessor thereto, for three or more years, or (B) a tax exempt organization under Section 501(c) of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as amended from time to time, for three or more consecutive years.

INSTRUCTIONS

1. Complete and sign application form (CTQVCO -1).
2. Provide copy of organizing instrument/documents (e.g. charter) and copy of current by laws.
3. Provide proof of current registration as nonstock corporation with CT Secretary of the State or proof of tax exempt status pursuant to Section 501(c) of the U.S. IRS Code .
4. If the organization solicits money for charitable purposes provide proof of current Charitable Solicitation Registration with the Connecticut Department of Consumer Protection.
5. Complete the Legal and Administrative Action Disclosure form if applicable (see page three).
6. Completed application must be signed by the Organization's Executive Officer and subscribed and sworn before a Notary Public or Commissioner of the Superior Court.

SEND APPLICATION & SUPPORTING DOCUMENTATION BY MAIL OR EMAIL TO:

State of Connecticut
Department of Veterans Affairs
ATTN: Qualified Veterans' Charitable Organization
287 West Street
Rocky Hill, CT 06067

Email: Tammy.marzik@ct.gov

For Questions contact the Department of Veterans Affairs: Tammy Marzik at 860-616-3603.

CONNECTICUT QUALIFIED VETERANS' CHARITABLE ORGANIZATION LISTING APPLICATION

1. Organization's Primary Information

Organization Full Name		List any "Doing Business As" names	
Organization Mailing Address			
Organization Street Address (if different from mailing address)			
Primary Phone Number	Secondary Phone Number	Organization E-Mail address:	
Organization Website Address:			
Executive Officer's Name & Title	Executive Officer Mailing Address	Executive Officer Phone & E-mail	
Treasurer's Name	Treasurer's Mailing Address	Treasurer's Phone & E-mail	
Checklist of required documents <input type="checkbox"/> Copy of organizing documents enclosed <input type="checkbox"/> Copy of IRS documents <input type="checkbox"/> Copy of by-laws enclosed <input type="checkbox"/> Legal and Administrative Action (if applicable)			

2. Criminal or Civil Investigations or Legal Actions

Is the applying Organization currently, or has it been at anytime in the three years prior to this application, under criminal or civil investigation(s) by any federal, state or municipal agency or subject to criminal or civil legal or administrative action(s) of any kind in any jurisdiction? No [] Yes [] (check appropriate box)

Signature _____ Title: _____

If you responded "Yes" you must complete the attached "Legal and Administrative Action Disclosure" form.

3. Information Verification and Acknowledgment

I understand that this application requires supporting documentation including business and tax records as the means of determining eligibility for listing as a Connecticut Qualified Veterans' Charitable Organization (QVCO). Failure to provide the requested information may result in the inability to verify eligibility for listing and result in the denial and return of this application. By submitting this application, I understand that if eligible the Organization will be listed as a QVCO but that this listing is prepared for the public solely for informational purposes and that it does not constitute any endorsement by the State or any warranty of the Organization or its activities. I attest that the information provided in this application and all attachments hereto are true and correct to the best of my knowledge under penalty of law.

Signature of Executive Officer: _____ Title: _____

Subscribed and sworn to before me this ____ day of _____, 20____

Commissioner of the Superior Court,
Notary Public, My Commission Expires: _____

4. State Certification (TO BE COMPLETED BY CONNECTICUT DEPARTMENT OF VETERANS AFFAIRS)

APPLICATION APPROVED <input type="checkbox"/>	Expires: day ____ month ____ year ____	APPLICATION DENIED <input type="checkbox"/>
SIGNATURE & TITLE OF DVA VERIFICATION OFFICER _____		DATE _____
Reason(s) for Ineligibility		
___ DCP Registration documentation missing ___ Form incomplete - see highlighted section(s) ___ Organizing Documents or By Laws missing ___ IRS documentation missing		

Freedom of Information Act (FOIA) This application and supporting documents are subject to public disclosure upon request pursuant to the Connecticut Freedom of Information Act C.G.S Sec. 1-200 et sq.

CONNECTICUT QUALIFIED VETERANS' CHARITABLE ORGANIZATION LEGAL AND ADMINISTRATIVE ACTION DISCLOSURE FORM

Complete this form if the Organization currently, or has at any time in the three years prior to this application, been under criminal or civil investigation(s) by any federal, state or municipal agency or subject to criminal, civil legal or administrative action(s) in any jurisdiction. List all such matters below and use additional pages if necessary.

1. Check appropriate box for category of legal action/investigation:

Criminal Civil (private party v. org.) Administrative (non-criminal government agency action)

Name/Title of matter: _____

(example: Smith v. Organization, In Re: Organization etc ...)

Jurisdiction: _____ Case or Docket #: _____

(State, Court, agency)

Brief explanation of case and disposition/result (including any penalties, fines or injunctive orders):

2. Check appropriate box for category of legal action/investigation:

Criminal Civil (private party v. org.) Administrative (non-criminal government agency action)

Name/Title of matter: _____

(example: Smith v. Organization, In Re: Organization etc ...)

Jurisdiction: _____ Case or Docket #: _____

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