

Charter Handoff Checklist

	Emailed	Previously Provided	Included	Waived or Not Applicable	Comments
Prefiling Stage					
1. Exploratory and/or prefiling meeting notes/memos.					
Filing, Publication, and Review Stage					
2. Charter application and any amendments, including applicable biographical and financial information.					
3. Field Investigation Report, if conducted.					
Decision					
4. Confidential Memorandum					
5. Legal Memorandum					
6. Decision Page					
7. Preliminary conditional approval or denial letter, including any attachments.					
In Organization Stage					
8. Articles of Association					
9. Biographical information on all executive officers and board members (financial information is optional) that were not included in the original application.					

10. Significant change letter(s), district analyses, and decision on the requested change(s).					
11. Registration statement or nonpublic offering document.					
12. Capital stock payment certificate.					
13. Preopening examination report and follow-up correspondence addressing correction of deficiencies.					
14. Preopening examination report and follow-up					
Close Out Stage					
15. Copy of charter certificate.					
16. Final authorization letter.					