

U.S. New Applicant Checklist

(Required Documents)

APPLICATIONS FOR REGISTRATION WILL NOT BE ACCEPTED LESS THAN 18 MONTHS FROM THE DATE OF INCORPORATION

Please submit in duplicate the following documents with a cover letter explaining why your organization is applying for registration with the U.S. Agency for International Development (USAID) and a description of current or intended overseas activities.

Please return this checklist with your submission. Audited financial statements prepared both on an accrual basis in accordance with generally accepted accounting principles (GAAP) and by an independent, certified public accountant (CPA). Financial statements must be in final form and for the most recent fiscal year end. Drafts will not be accepted. ____ 2. Annual report (draft acceptable) or a similar document describing overall program activities. The annual report must be for the same fiscal year as the financial statements. ___ 3. AID Form 1550-2, PVO Initial Registration. ____ 4. AID Form 200-1, PVO Classification Form. ____ 5. Articles of incorporation or charter on state letterhead with state seal and authorizing state official signature. Bylaws or relevant documents establishing corporate structure. ____ 6. List of board members with employees of the organization indicated. _____ 7. _____ 8. IRS Form 990. 9. OMB Circular A-133 audit, if applicable.

DOCUMENTS MUST BE SUBMITTED IN <u>DUPLICATE</u> AND FOR THE SAME FISCAL YEAR.

REGISTRATION IS AN ANNUAL ACTIVITY.

ANNUAL SUBMISSION OF DOCUMENTS IS REQUIRED EACH YEAR