



MARTHA COAKLEY
ATTORNEY GENERAL

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
NON-PROFIT ORGANIZATIONS/PUBLIC CHARITIES DIVISION
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

(617) 727-2200
(617) 727-4765 TTY
www.mass.gov/ago/charities

INSTRUCTIONS FOR SHORT FORM PC

- (1) Enter all information requested on Pages 1-4 of the Short Form. All information must be **TYPED** or **PRINTED CLEARLY** in black ink.
- (2) Sign the form on Page 3. Note that **two** signatures are required.
- (3) Attach the following:
 - a. a copy of your organization's charter, articles of organization, agreement or association, or instrument of trust;
 - b. a copy of your organization's current by-laws and a list of the current directors or trustees; and
 - c. a check for \$50.00 made payable to the Commonwealth of Massachusetts.

Mail the completed form with all attachments and check to:

Office of Attorney General Martha Coakley
Non-profit Organizations/Public Charities Division
One Ashburton Place
Boston, MA 02108

Note: The instruction pages **should not** be returned with the completed form.

TABLES

The following tables are to be used to enter the codes requested on the Form:

Table 1

COUNTY	CODE	COUNTY	CODE
Barnstable	1	Middlesex	9
Berkshire	2	Nantucket	10
Bristol	3	Norfolk	11
Dukes	4	Plymouth	12
Essex	5	Suffolk	13
Franklin	6	Worcester	14
Hampden	7	Out-of-state	15
Hampshire	8	Foreign	16

Table 2

TYPE OF ORGANIZATION	CODE	TYPE OF ORGANIZATION	CODE
Arts/Culture/Humanities	1	Recreation/ Sports/ Leisure/ Athletics	14
Educational Institutions and Related Activities	2	Youth Development	15
Environmental Quality/ Protection/ Beautification	3	Human Services - Multipurpose and Other	16
Animal Related	4	International/ Foreign Affairs/ National Security	17
Health - General and Rehabilitative	5	Civil Rights/ Social Action/ Advocacy	18
Mental Health and Crisis Intervention	6	Community Development/ Capacity Building	19
Diseases/ Disorders/ Medical Disciplines	7	Philanthropy/ Voluntarism/ Grantmaking Foundations	20
Medical Research	8	Science and Technology Research Institutes/ Services	21
Crime and Legal Related	9	Social Science Research Institutes/ Services	22
Employment and Job Related	10	Public/ Society Benefit - Multipurpose and Other	23
Food/ Agriculture/ Nutrition	11	Religion Related/ Spiritual Development	24
Housing and Shelter	12	Mutual/ Membership Benefit Organization/ Other	25
Public Safety and Disaster Preparedness/ Relief	13	Other	26

Table 3

PURPOSE	CODE	PURPOSE	CODE
Higher education	1	Police	32
Secondary education	2	Fire	33
Elementary education	3	Emergency aid / disaster relief	34
Pre-elementary education	4	Other public safety	35
Day care center (child or adult)	5	Ex-offenders	36
Scholarships	6	Victim advocacy	37
Parent teacher groups	7	Fraternal	38
Other educational	8	Professional/occupational	39
Hospital	9	Veterans	40
Rehabilitation	10	Children	41
Nursing home, long-term care	11	Adoption	42
Direct health services (non-hospital)	12	Youth sports	43
Mental health	13	Elderly	44
Family planning	14	Family services	45
Drug abuse	15	Legal services	46
Alcohol	16	Poor	47
AIDS	17	Persons with disabilities	48
Alzheimer's	18	Minorities	49
Heart disease	19	Women's issues	50
Cancer	20	Gay, lesbian, transgendered, bisexual	51
Other health	21	Homeless shelter	52
Museum	22	Animals	53
Library	23	Consumer	54
Performing arts	24	Civic	55
Other cultural	25	Issue advocacy	56
Historical society	26	Religious	57
Other historical	27	Friends of	58
Environment	28	Research	59
Land conservation	29	Provide grants	60
Community/neighborhood development	30	Other:	61
Housing facility	31	Other:	62