



Request for Asterisked Listing in Official Catholic Directory

(September 1, 2017)

This is not an application for inclusion in the USCCB group ruling. This request form should only be used only by a Catholic organization with its own IRS determination letter recognizing it as being described in section 501(c)(3) and eligible to receive tax-deductible contributions under section 170, and which is listed in the IRS' Exempt Organizations Select Check.



**Request for Asterisked Listing in
Official Catholic Directory
(September 1, 2017)**

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A. APPLICANT INFORMATION

Name: _____

EIN: _____ - _____ Date IRS Determination Letter Issued: _____

Address: _____

Website: _____

Contact Name: _____ Title: _____

Telephone: _____ Fax: _____ Email: _____

B. GOVERNANCE INFORMATION

GOVERNING BODY Provide the name and title of each member of your governing body. Also indicate the office, if any, held in another Church organization(s).

<u>Name</u>	<u>Title</u>	<u>Other Church Office</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

OFFICERS List the name and title of each officer, and indicate the office, if any, held in another Church organization(s).

<u>Name</u>	<u>Title</u>	<u>Other Church Office</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. RELATIONSHIP TO THE CHURCH IN THE UNITED STATES

To qualify for an Asterisked Listing in Official Catholic Directory, your organization must establish that it possesses a significant relationship to a U.S. diocese, U.S. parish, U.S. religious order, or some other Church entity organized in the U.S. The following questions are designed to gather information about your organization's relationship to the Church.

1.	Is your organization controlled by a diocese, parish, religious order, or other Church entity that is organized in the U.S.? If yes, please identify the organization _____ by which it is controlled and the page on which that organization is included in the current OCD (page _____). Please indicate the page, article, or paragraph of your organizing document or bylaws that establishes this control relationship: _____.	Yes	No
2.	Does your organization's governing board include individuals who also serve on the governing board of or in a governing capacity with respect to a diocese, parish, religious order, or other Church entity that is organized in the U.S.? If yes, please identify the organization _____, and the page on which that organization is listed in the current OCD (page _____). Please indicate the page, article, or paragraph of your organizing document or bylaws that establishes this relationship: _____.	Yes	No
3.	Please note below which of the following characteristics applies to your organization. (In a separate attachment, provide additional relevant information)		
	ex officio board members holding other Church offices (page, article or paragraph of organizing document/bylaws _____)		
	indirect control by Church entity (attach detailed statement explaining the nature of this indirect control)		
	reserved powers in bishop, diocese, parish, religious order, other Church entity (page, article, or paragraph of organizing document/bylaws _____)		
	veto power by bishop, diocese, parish, religious order, other Church entity (page, article, or paragraph of organizing document/bylaws _____)		
	formal policy of adherence to Church teachings/practices as determined by diocesan bishop (pg., art. or paragraph of organizing doc./bylaws _____)		
	assets distributed on dissolution to diocese, parish, religious order, other Church entity (page, article, or paragraph of organizing document/bylaws _____)		
	status under Canon Law as a public juridic person (provide statutes and documentation of episcopal approval)		
	other relationship to Church (attach explanation)		

D. ACTIVITIES

1.	Describe your past, present, and planned activities.		
2.	Does or will your organization attempt to influence legislation?		
	Yes		No
3.	What percentage of your total activities do or will such attempts to influence legislation constitute? _____%		
4.	Does or will your organization intervene in political campaigns on behalf of or in opposition to any candidate for public office?		
	Yes		No

Instructions: Submit this request, along with a copy of your organization's individual IRS determination letter, for asterisked listing in the Official Catholic Directory to the Chancery Office in the (arch)diocese in which your organization's principal office is located. Check with the Chancery Office whether it requires any additional or substitute information.