

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE & REGULATORY PROGRAMS**

P.O. Box 1163 - Richmond, VA 23218

Phone: 804-786-1343 • FAX: 804-225-2666 • www.vdacs.virginia.gov/consumer

OCRP-102-X (Eff. 10/13)

**REQUEST FOR EXTENSION OF TIME
TO FILE ANNUAL REGISTRATION RENEWAL**

Organization name: _____

Address: _____

Federal Employer Identification Number: _____

Annual registration renewal is due on or before the 15th day of the 5th calendar month following the end of the charitable organization's fiscal year. The charitable organization named above is requesting an extension of time to file its annual registration renewal (Form OCRP-102) for

Please select one

<input type="checkbox"/>	3 months after the original renewal due date
<input type="checkbox"/>	6 months after the original renewal due date

The use of this form to request an extension is optional; however, in order to avoid a late filing fee of \$100, all requests for extension must:

- BE IN WRITING,
- RECEIVED BY THE OFFICE OF CHARITABLE & REGULATORY PROGRAMS, AND
- SENT PRIOR TO THE CHARITABLE ORGANIZATION'S FILING DUE DATE.

You may choose to simply e-mail a copy of your IRS-approved extension; email your extension request to OCARPUNIT.vdacs@vdacs.virginia.gov (Note: this email address is case sensitive); fax your extension request to 804-225-2666; mail your extension request to the post office box address below; or send your extension request via overnight delivery service to the street address below.

**Virginia Department of Agriculture and Consumer Services
Office of Charitable and Regulatory Programs**

Mailing Address

P.O. Box 1163
Richmond, VA 23218

Physical Address

102 Governor Street, LL
Richmond, VA 23219