

APPLICATION
for Incorporating a Church, Ministry, or Religious Entity

Prepared by Ivy Scarborough, Attorney
397 Scarborough Road ~ Humboldt, TN 38343
800-547-0037 or (731) 784-4118 (Humboldt) or 668-0037 (Jackson)
Fax: 731-784-1636 • E-mail: ivy@ivyscarborough.com
www.ivyscarborough.com

To begin the process of incorporation of your church, ministry or other religious entity, please answer the following questions by **printing** your answers in the blanks provided. **Please provide all information requested, especially addresses, phone numbers, and e-mails.** Failure to do this will greatly slow down our work for you. Then send this Application to us by one of the means shown above.

1. **What will be the name of the corporation?** _____
[We may need to change this name slightly so as to ensure that no other church or ministry with a similar name is on file with the Secretary of State. Usually, this can be done by giving your preferred name and then location. For example, First Baptist of Nashville, Inc.]

2. **The complete street address of the corporation is:** Street _____

City _____ State and Zip Code _____

County _____ Phone No. _____

3. **The name of the registered agent is:** _____
[The registered agent need only be a state resident who is highly reliable and likely to be a member of your church for the foreseeable future. His or her role is solely to accept service of any documents on behalf of the church. There is no legal responsibility beyond that. Some churches want us to serve as their registered agent. If that is of interest to your church, please contact us, and we can explain how we do this.]

4. **The registered agent's address** is (street address and zip code are required - do not use a post office box):

The registered agent's phone number: _____

5. **The name and address of each incorporator (STREET address and zip code are required) is:**
[The incorporators are simply those individuals authorized by the church to begin the incorporation process. They may be deacons, elders, trustees, etc. or simply a special committee. Limiting these to no more than 2 or 3 will make the process of incorporation more efficient.]

6. **Your Name** _____ **Your Address** _____
Home Phone _____ **Work Phone** _____ **Cell/Mobil phone** _____
E-mail Address (if available) _____

7. **What is the name of your Pastor?** _____

8. **What is your Pastor's e-mail address?** _____

[For more information on our services see our web site: www.ivyscarborough.com]