

1-108 List Application Check List

A complete application submittal contains the following:

- 1) Written letter of request from organization
- 2) Copy of IRS 501c3 determination letter
- 3) Proof that organization is active and in good standing with Maryland Business Express: [Register Your Business Online | Maryland.gov](#)

Please submit the completed packet to Kimberly Jacobson, Legal Assistant, by mail at 100 West Washington Street, Suite 1101, Hagerstown, MD 21740, or by email at kjacobson@washco-md.net and countyattorneyoffice@washco-md.net.