

# **LETF APPLICATION CHECKLIST**

- LETF Application (Download fillable application from <https://www.delraybeachfl.gov/government/city-departments/police/law-enforcement-trust-fund-letf-request>)
- Florida Division of Corporations Certificate of Status (Follow instructions on <https://dos.fl.gov/sunbiz/manage-business/certification/certificate-status-efile/>)
- IRS Form 501(C)(3)
- IRS Form W-9
- Program Location Letter

**DEADLINE FOR APPLICATION SUBMISSION IS FEBRUARY 28, 2026**

PLEASE ENSURE APPLICATION DOCUMENTS ARE :

- 1. LEGIBLE**
- 2. ORGANIZED IN ORDER OF THE CHECKLIST**
- 3. SUBMITTED IN ONE SINGLE PDF DOCUMENT OR PRINTED SINGLE-SIDED (FOR NON-ELECTRONIC SUBMISSIONS)**

**APPLICATION MUST INCLUDE ALL REQUIRED SIGNATURES, NOTARIZATION, AND ATTACHMENTS.**

Applications that fail to meet the minimum submission criteria may result in denial.

*If electronic submission creates a hardship upon the applicant, the applicant may submit the application in paper form via mail to Delray Beach Police Department ATTN: Brenda Flynn, LETF, 300 West Atlantic Ave. Delray Beach, FL 33444, fax (561) 243-7816, or hand-delivery, and must be received prior to the deadline.*