

BARNEGAT TOWNSHIP APPLICATION INSTRUCTIONS FOR RAFFLE/BINGO LICENSE

LEGALIZED GAMES OF CHANCE CONTROL COMMISSION (LGCCC) 973-273-8000

- ◆ CURRENT STATE REGISTRATION MUST BE ON FILE WITH THE TOWNSHIP CLERK BEFORE AN ORGANIZATION CAN APPLY FOR A RAFFLE/BINGO LICENSE. REGISTRATION MUST NOT EXPIRE PRIOR TO OR ON THE DATE OF A RAFFLE DRAWING. PLEASE PROVIDE UPDATED REGISTRATION CERTIFICATES TO THE CLERK.
- ◆ ALLOW FOUR (4) TO SIX (6) WEEKS FOR TOWNSHIP COMMITTEE AND LGCCC TO APPROVE APPLICATION AND FOR RAFFLE LICENSE NUMBER TO BE ISSUED PRIOR TO TICKETS BEING PRINTED.
- ◆ THE TOWNSHIP COMMITTEE WILL APPROVE RAFFLES AT THEIR MONTHLY COMMITTEE MEETINGS (FIRST TUESDAY OF EACH MONTH) IN ORDER TO BE CONSIDERED FOR THE AGENDA, APPLICATIONS MUST BE SUBMITTED TO THE CLERK'S OFFICE NO LATER THAN SEVEN (7) DAYS PRIOR TO THE MONTHLY MEETING. ONCE APPROVED BY THE TOWNSHIP COMMITTEE, ALLOW AN ADDITIONAL FOURTEEN (14) DAYS FOR APPROVAL OR DENIAL BY THE STATE.
- ◆ SUBMIT FOUR (4) COMPLETED SETS (ALL QUESTIONS ANSWERED) OF APPLICATION (*ONE ORIGINAL AND THREE COPIES*).
- ◆ **PAGE FOUR (4) OF ALL APPLICATIONS MUST HAVE NOTARIZED ORIGINAL SIGNATURES OF OFFICERS LISTED ON PAGE THREE (3).**
- ◆ ONLY ONE (1) NOTARIZED AFFIDAVIT IS REQUIRED FOR EACH MEMBER LISTED IN SECTION'S F&G FOR EACH RAFFLE/BINGO SUBMITTED.
- ◆ SAMPLE TICKET (OFF PREMISE 50/50'S) MUST INCLUDE ALL PERTINENT INFORMATION REQUIRED BY THE STATE, SEE SAMPLE TICKET IN APPLICATION PACKET.

- ◆ CHECK FOR \$20.00 MUST BE INCLUDED WITH “OFF PREMISE 50/50” “MERCHANDISE RAFFLES” & POCKETBOOK BINGO’S. PLEASE MAKE CHECKS PAYABLE TO L.G.C.C.C. AND INCLUDE RAFFLE REGISTRATION NUMBER IN MEMO SECTION.
(See Fee Schedule on LGCCC website)
- ◆ RAFFLE LICENSE AND ONE (1) COPY OF APPLICATION WILL BE RETURNED TO MAILING ADDRESS OF APPLYING ORGANIZATION. PLEASE PROVIDE CONTACT NAME AND PHONE NUMBER FOR ANY QUESTIONS REGARDING APPLICATION.
- ◆ YOU WILL BE REQUIRED TO FILE A REPORT OF OPERATION (IN APPLICATION PACKAGE) TO THE STATE BY THE 15TH OF THE MONTH FOLLOWING DATE OF EACH RAFFLE.
- ◆ LEGALIZED GAMES OF CHANCE CONTROL COMMISSION (LGCCC) INFORMATION CAN BE FOUND ON THE STATE WEBSITE:

<http://www.njconsumeraffairs.gov/lgccc>
973-273-8000



New Jersey Office of the Attorney General
Division of Consumer Affairs
Legalized Games of Chance Control Commission
124 Halsey Street, 6th Floor, P.O. Box 46000
Newark, New Jersey 07101
(973) 273-8000

Application for a Raffle License

Application No. RA _____

Identification No. _____

Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted.

Please print clearly.

Name of municipality: _____

Part A - General

1. Name of applying organization: _____
- 2a. Street address of headquarters: _____
- b. Mailing address (if different): _____
3. A license is requested to conduct raffles of the kind stated on the date, or on each of the dates, and during the hours listed (use a separate application for each type of raffle).

Date	Hours	Date	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 4a. Address of place where raffles will be played: _____
- b. Does the applicant own the premises or regularly occupy them for its general purposes? ☐ Yes ☐ No
5. If raffles equipment is to be rented, attach a statement by the raffles equipment lessor to this application on Form 13.

Part B - Schedule of Expenses

The items of expense intended to be incurred or paid in connection with the games listed in this application, the names and addresses of the persons to whom each item is to be paid, and the purpose for which each item is to be paid, are:

Item of Expense	Name and address of supplier	Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. The specific purpose(s) to which the entire net proceeds of the games listed in this application are to be devoted, and the manner in which they are to be so devoted, are:

- "It is hereby certified that _____
Name of organization

Date: _____ Signature: _____

A description of all prizes to be offered and given in all of the games listed in this application is as follows. For merchandise, describe the article and state the retail value; if prizes are to be donated, indicate that fact and estimate as accurately as possible the information requested below.

[illegible]

Part E - Officers of Applicant

(1) Office	Name of officer	Age
		21+
Residence address	Telephone No. (include area code)	
	Day Evening	
(2) Office	Name of officer	Age
		21+
Residence address	Telephone No. (include area code)	
	Day Evening	
(3) Office	Name of officer	Age
		21+
Residence address	Telephone No. (include area code)	
	Day Evening	
(4) Office	Name of officer	Age
		21+
Residence address	Telephone No. (include area code)	
	Day Evening	

Part F - Members of Applicant who will be in charge of the games

Name of member in charge	Residence address	Telephone No. (include area code) Day / Evening	Age
		/	21+
		/	21+
		/	21+
		/	21+
		/	21+

Part G - Members of Applicant who will assist in conducting the games

Name of member	Residence address	Age
		21+
		21+
		21+
		21+

Part H - Names of other organizations whose members will assist in conducting the games

Name and address of organization	How related	Identification No.

If more space is needed in any section of this application, insert extra sheets of paper.

Part I - Statement of Applicant and member(s) in charge

State of New Jersey

} ss.

County of _____

We do hereby each make the following statement, under oath, with respect to the foregoing application:

1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Raffles Licensing Law.
2. Prior to the issuance of any license to it to conduct games of chance, the applicant was actively engaged in serving one or more "authorized purposes."
3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Raffles Licensing Law and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games, except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, as well as the compensation for the Licensed Compensated Workers pursuant to N.J.A.C. 13:47-6A. No prize may be offered and given in cash, except as otherwise provided by the Raffles Licensing Law (N.J.S.A. 5:8-50 et seq.). If a cash prize under certain circumstances is permitted by the law, the amount of the cash prize may not exceed the limits prescribed by the Raffles Licensing Law.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this

_____ day of _____, 20 ____.

Notary Public (Print name)

Signature of Notary Public



Signature of Officer and Title

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

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If more space is needed in any section of this application, insert extra sheets of paper.

Applicant's registration slip from the *Legalized Games of Chance Control Commission* must be presented to the Municipal Clerk with this application.

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