

Legalized Games of Chance Application Checklist

IMPORTANT!!!

At least 7 days must elapse between the time the application is filed and the time when the Governing Body makes its findings and determination.

As per N.J.A.C. 13:47-4.3 (b), 14 calendar business days must elapse between the time the municipality forwards the application and licensing fee to the LGCCC, and the date the license is issued to the applicant.

Therefore, please make certain the application and all required documents are received in the Municipal Clerk's Office at least 8 weeks prior to your event.

Has the organization's **CURRENT ORIGINAL** LGCCC registration certificate been presented to the Municipal Clerk? **Yes No**

******* It is the responsibility of Municipal Clerk to see an original copy of the LGCCC registration certificate with each raffle/bingo application. *******

Part A General

Will the registration certificate be current for the entire time period stated on the raffle/bingo application? **Yes No**

Is the LGCCC ID# stated on the raffle/bingo application exactly as it appears on the organization's registration certificate? **Yes No**

Is the organization's name on the raffle/bingo application exactly as it appears on the organization's registration certificate? **Yes No**

Are the date(s) and time(s) listed in part 3? **Yes No**

Is there a description of the type of raffle included in part 3? **Yes No**

****An on-premise raffle means the drawing for or allotment of cash or merchandise prizes with respect to which all tickets are sold only to persons present at the place of the drawing or allotment, the winner(s) determined and the prize(s) awarded to a person who is present at the drawing or allotment.**

**** An off-premise raffle means the drawing for or allotment of cash or merchandise prizes with respect to which tickets may be sold in advance of the occasion of the drawing or allotment of prizes, and the winner(s) need not be present to win.**

**** Form 13 is required for all casino night, armchair race night and non-draw (games and wheels) raffles. Form 13 is supplied to the organization by the Raffle Equipment Providers.**

On-premises draw raffle for cash prizes (50/50) that do not exceed \$400.00 or merchandise prizes where the total combined retail value of prizes awarded does not exceed \$400.00; no licensing fee is required. Refer to N.J.A.C. 13:47-4.9 for details.

Is there a fee associated with the conduct of this raffle/bingo? **Yes No**

Is there a check included with the application made payable to Legalized Games of Chance Control Commission (LGCCC)? **Yes No**

Part B Schedule of Expenses

**** N.J.A.C. 13:47-6.12(a) states: No item of expense shall be incurred or paid in connection with the holding, operating, or conducting of a game of chance, except such expenses as are bona fide items of reasonable amount for goods, wares, and merchandise furnished or services rendered, which are reasonably necessary to be purchased or furnished for the holding, operating, or conducting of the game of chance. In other words, only expenses directly related to the conduct of the raffle/bingo may be listed.**

Is this part filled out? **Yes No**

Are there any expenses stated which are not directly related to the conduct of the raffle/bingo? (as noted above) **Yes No**

For games and wheels, casino nights, armchair race nights, or bingo, is there a name of the equipment supplier listed? **Yes No**

Is there an expense for the printing of raffle tickets? **Yes No**

Is a sample ticket included with application? **Yes No**

Part C Schedule of Purposes

Does it state for what purpose the organization plans to use the entire net proceeds of this raffle/bingo? **Yes No**

****N.J.A.C. 13:47-1.1 “Authorized Purpose” means an educational, charitable, patriotic, religious or public-spirited purpose, which terms are defined to be the purpose of benefiting an indefinite number of persons either by bringing their minds or heart under the influence of education or religion by relieving their bodies from disease, suffering or constraint, by assisting them to establish themselves in life or by erecting or maintaining public buildings or works, or otherwise lessening the burden of government or, in the case of a senior citizen association or club, the support of such organization such terms do not include the erection, acquisition, improvements, maintenance or repair of property, real, personal, or mixed, unless such property is and shall be used exclusively for one or more of the purposes hereinabove stated.**

If any of the net proceeds are to be devoted to another organization, did you secure a signature of the president of that organization? **Yes No**

Part D Schedule of Prizes

****50/50 raffles must award 50% of the gross receipts!!!! Organizations cannot guarantee cash prizes in a 50/50 raffle. There must always be a percentage of gross receipts stipulated for each prize offered in a 50/50 raffle. Please check sample tickets to make sure the organization is not guaranteeing a cash prize!!!**

Merchandise raffles have a list of prohibited prizes associated with them.

Is there a description of the prizes being awarded along with the retail value of each prize? **Yes No**

****Reminder – a sample ticket must be included with all off-premise raffle applications, as well as for all on-premises basket raffles and 50/50 raffles.**

If this is a bingo application, is there a list of games and prizes included with the application? **Yes No**

Part E Officers of Applicant

Is there at least one name of an officer of the organization with address, age, and office held? **Yes No**

Part F Members of Applicant Who Will Be in Charge of the Games

Is there at least one name of a member in charge with address, phone, and age? **Yes No**

Part G Members of Applicant Assisting in Conducting Games

If names are listed, is there an address and age listed as well? **Yes No**

Part H Names of Other Organizations Whose Members Will Assist in Conducting the Games

Is this organization related to the applicant? How? **Yes No**

Does this related organization have a LGCCC ID#? **Yes No**

Is the LGCCC ID# stated? **Yes No**

Part I Statement of Application and Member(s) in Charge

Are all four (4) applications notarized? **Yes No**

Is the application signed by the same people whose name appears in parts F and G?
Yes No

Please make sure to submit four (4) notarized applications, all with original signatures.

Attach the Following Documents:

Copy of LGCCC Registration Certificate

Sample Ticket for all off-premise raffle applications, as well as for all on-premises basket raffles and 50/50 raffles. REMEMBER-SPECIFIC CASH PRIZES CANNOT BE GUARANTEED!

Please check the Legalized Games of Chance website at www.state.nj.us/lps/ca/lgccc.htm for a list of prohibited prizes.

Form 13-this form is supplied to the applicant by the Licensed Raffle Equipment provider and is required to be submitted with all casino night, armchair race, and non-draw raffle applications.

Note: Raffle/Bingo Reports of Operations.

***This report, as required by N.J.S.A. 5:8-37 and N.J.A.C. 13-47-9 must be filed with the Legalized Games of Chance Control Commission no later than the 15th day of the month following the conduct of the game(s) of chance.

Application No. **RA** _____
Identification No. _____

Please print clearly.

Name of municipality: _____

1. Name of applying organization: _____

2a. Street address of headquarters: _____

b. Mailing address (if different): _____

- [illegible]

- [illegible]

Part C - Schedule of Purposes

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:

2. If any part of the net proceeds are to be devoted to a purpose allowed by the Raffles Licensing Law by turning the same over to another organization which is exclusively devoted to such purposes, secure the signature of its president or other executive officer to the following certificate:

"It is hereby certified that _____
Name of organization

will accept from the licensee any part of the net proceeds of the games listed in this application to be turned over to it."

Date: _____ Signature: _____

Part D - Schedule of Prizes

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

Office	Name of officer	Residence address	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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)	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Name of member	Residence address	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.

continue ➡

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

Member in Charge

Member in Charge

Member in Charge

Member in Charge

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.