



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 Bingo License

Application No. **BA** _____

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. List date(s) and hours for games:

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

4. Address of place where bingo will be played:

a. Does the applicant own the premises or regularly occupy them for its general purposes? ☐ Yes ☐ No

b. If "No," from whom will the applicant rent the premises?

Name _____ Address _____

c. If premises are to be rented, attach Form 10, "Statement of Landlord."

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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 Bingo 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 cash prizes, state the amount; 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.)

**Description of Prize Amount (for cash prizes) or Article
(Additionally, please attach a schedule of the games to be conducted.)**

Retail value

This image shows a full page of blank, white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general note-taking. There are no margins, text, or other markings on the paper.

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.

The Legalized Games of Chance Control Commission

Community Groups, Organizations, Service Groups and Churches engage in various fund raising activities every day, from car washes and bake sales to bingo and raffles. In representing non-profits it is important to know what types of fund-raising activities the organization can engage in without violating the laws of this state.

New Jersey allows certain types of gaming by specific types of non-profit organizations. There are detailed licensing procedures, however, that must be followed, as well as significant restrictions on how the proceeds derived from permitted games of chance may be used. A large number of non-profits that would qualify to conduct games of chance are unaware of the licensing requirements imposed by law and the significant civil penalties that may be assessed for conducting such gaming without a license.

A majority of gaming by non-profits is conducted in the form of bingo and raffles. Accordingly, this article focuses specifically on gaming under the Bingo Licensing Law¹ and the Raffles Licensing Law² (together referred to as bingo and raffles licensing laws), and the corresponding regulations established under them.³

The Licensing Process

The bingo and raffles licensing laws provide a dual licensing mechanism, in which the municipality where the gaming will be conducted ultimately issues the license to qualified, fund-raising organization. Thus, the location in which the gaming activity is conducted is extremely important, because the particular municipality determines whether the gaming will or will not be permitted. The bingo and raffles licensing laws operate only in those municipalities where they have been adopted by public referendum.

Organizations desiring to be licensed to conduct bingo or raffles must begin with the Legalized Games of Chance Control Commission, established under the Department of Law and Public Safety to administer the bingo and raffles licensing laws.⁴

In order for an organization to apply for a municipal license it first must register with and obtain an "identification number" from the Commission

In order to register, the organization must submit a completed application, including a non-refundable, biennial registration fee of \$100.00 dollars.⁵, a copy of its constitution and bylaws; a list of the names, addresses and ages of each member of its organization; and if incorporated, a copy of its articles of incorporation filed with the Secretary of State.⁶

The Commission will then analyze whether the organization is a "qualified" non-profit organization, as discussed below.

Qualified Organizations

Not all non-profit organizations are qualified to conduct games of chance pursuant to the bingo and raffles licensing laws. Qualified organizations include bona fide organizations or associations of veterans of any war in which the United States has been engaged, churches and or religious congregations and religious organizations, charitable, educational and fraternal organizations, civic and service clubs, senior citizen associations and clubs, officially recognized volunteer fire companies and officially recognized volunteer first aid or rescue squads.⁷ If the Commission determines that an organization falls within one of the enumerated categories, it will review the following:

1. If the organization is incorporated, whether it is incorporated in New Jersey as a religious corporation or an association not-for-pecuniary profit, and is empowered by its articles of incorporation to further one or more of the authorized purposes defined by the regulations. If incorporated out of the state of New Jersey a form 12A must be completed.
2. If it is not incorporated, whether it is organized in New Jersey as a religious or other organization not-for-pecuniary profit, and is authorized by its written constitution, bylaws or charter to further one or more of the authorized purposes. A letter from the National Organization indicating that the organization is in good standing and a dissolution statement.
3. Whether the organization is comprised of a membership of not less than 5 persons.
4. Whether it relies primarily on funds from sources other than the conduct of games of chance for furthering its authorized purpose.⁸

* If the application meets these criteria, the Commission will issue the organization an identification number, which is valid for two years, allowing it to apply to a municipality for a license to conduct gaming. There is no requirement in the bingo and raffles licensing laws or the regulations that the organization be a corporation which is exempt from taxation pursuant to section 501(c)(3) of the Internal Revenue Code of 1986 as amended, in order to be issued an identification number. Additionally, the term "membership" is not defined by the regulations,

nor is there any mechanism to obtain a waiver of the of the 5-member requirement. For these reasons, the Commission has been reluctant to issue identification numbers to applicants which are not comprised of at least 5 persons who possess voting power in the corporation or association.

The Municipal License

Neither registration nor assignment of an identification number entitles a qualified organization to hold or conduct a game of chance. Organizations must first obtain the approval of the municipality in which the game of chance is to be held, operated or conducted.

The application filed with the municipality in which the game will be held generally requires the same information required by the Commission, together with a description of the gaming to be conducted, including a sample ticket, if it is a raffle.

The application also must designate an active member or members of the organization under whom the game of chance will be conducted, including a statement by the member or members that they will be responsible for the conduct of the game in accordance with the bingo and raffles licensing laws and the regulations if a license is granted.

After a complete application is filed, the municipal governing body must investigate the merits of each application and make specific findings, including that the applicant is a qualified organization and the designated member or members are bona fide members of the organization, of good moral character and never convicted of a crime.⁹

If the municipal governing board makes the requisite findings with respect to an application for a gaming license, the board must adopt a resolution authorizing issuance of the license.¹⁰ the license shall be valid for a period of no more than one year from the date of issuance.

Conducting Bingo and Raffles

The regulation governing the conduct of bingo and raffles under the bingo and raffles licensing laws are quite comprehensive. Detailed below are some fundamental requirements for conducting bingo or raffles of which licensees should be aware.

The licensee must designate a specific representative will be responsible for insuring that all gaming is conducted in accordance with applicable statutes and regulations. Only bona fide members of the organization may operate the game, and no person can be paid for conducting or assisting in conducting the game. The exception to this rule applies to Casino Night events that require trained licensed operators known as dealers. Proceeds derived from gaming

operations may be used only to further the organization's authorized purpose. Further, supplies necessary to the gaming operation may be purchased or leased only from vendors approved by the Commission.

The bingo and raffles licensing laws also limit the prizes that may be awarded in the aggregate and in any one particular game. Specifically, no licensee may offer a prize having a retail value greater than \$100,000 in any one raffle conducted by drawing, or \$500 in any raffle not conducted by drawing. Further, no licensee shall offer prizes that, in aggregate, amount to a value greater than \$500,000 in any 12-month period. Finally, all tickets or rights to participate in a raffle must be sold at a uniform unit price, and discounts for purchases of more than one ticket are prohibited.¹¹ As for bingo games, no prize may be offered exceeding \$1,000 in one particular game, nor may prizes exceeding \$3,000 in the aggregate for one occasion be offered.¹² as for the premises and equipment used for bingo, unless the licensee is the sole owner, or it is donated, the person leasing the premises and equipment, and the price for the same, must be approved by the Commission.

Report of Operations

No later than the 15th day of the calendar month following the month in which a game of chance is conducted, the organization conducting the game and the member or members responsible for the conduct of the game must file a report of operation with the Commission.¹³ The report must include the gross receipts derived from each game; the expenses incurred and to whom such amounts were paid; the net profit from each game; the uses to which the net profit has been or will be applied; and a list of the prizes offered or given and the respective value of each.

Fines and Penalties

A violation of the bingo and raffles licensing laws or regulations carries a fine of up to \$7,500 for a first offense and up to \$15,000 for the second and each subsequent offense. In addition, the Commission is authorized to order restitution to an aggrieved party.¹⁴ All penalties may be collected in a summary manner pursuant to the Penalty Enforcement Act.¹⁵

Conclusion

New Jersey non-profit organizations can successfully raise funds through bingo or raffles. However, if the organization does not adhere to the bingo and raffles licensing laws or the regulations, the penalty may wipe out any profits realized. Care should be taken, therefore, to understand and comply with all applicable laws and regulations.

Endnotes

1. N.J.S.A. 5:8-24 et seq.
2. N.J.S.A. 5:8-50 et seq.
3. N.J.A.C. 13:47-1.1 et seq.
4. N.J.S.A. 5:8-1.
5. A senior citizen association or club requesting registration is exempt from the biennial registration fee. N.J.A.C. 13:47-2.3(b).
6. N.J.A.C. 13:47-2.3(a).
7. N.J.S.A. 5:8-25 and 51.
8. An "authorized purpose" is an educational, charitable, patriotic, religious or public-spirited purpose, defined to be a purpose that benefits an indefinite number of persons, either by bringing their minds or hearts under the influence of education or religion, by relieving their bodies from disease, suffering or constraint, by helping them 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. An authorized purpose does not include the erection, acquisition, repair improvement or maintenance of property, real personal or mixed, unless such property is and shall be used exclusively for one or more of the purposes stated above. N.J.A.C. 13:47-1-1.
9. N.J.S.A. 5:8-27 and 53
10. Id
11. N.J.A.C. 13:47-8.3 Note that these limits do not apply to on premise raffles where all of the prizes are wholly donated.
12. N.J.A.C. 13:47-7.2 Progressive Jackpot Bingo and 50/50 bingo games are not subject to this limitation.
13. N.J.S.A. 5:8-37 and 64
14. N.J.S.A. These penalty provisions do not apply to violations that are committed by organizations that hold a valid license at the time the offense is allegedly committed.
15. N.J.S.A. 2A:58-1 et seq.

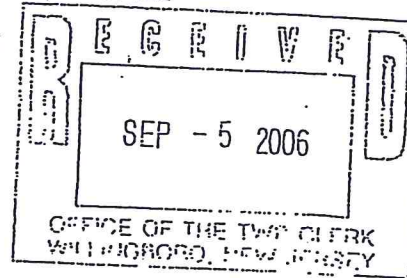


JON S. CORZINE
Governor

New Jersey Office of the Attorney General

Division of Consumer Affairs
Legalized Games of Chance Control Commission
124 Halsey Street, 6th Floor, Newark, NJ 07102

August 31, 2006



ZULIMA V. FARBER
Attorney General

STEPHEN B. NOLAN
Acting Director

Mailing Address:
P.O. Box 46000
Newark, NJ 07101
(973) 273-8000

RE: New FEE INCREASES for Bingo & Raffle Licenses
(Start collecting New fees for all licenses approved
by your Municipality beginning on Monday, October 2, 2006)

Dear Municipal Clerk:

Please be advised that licensing fees payable to the Control Commission have been increased as indicated on the reverse side of this notice.

Also Subchapter 5. LICENSE AMENDMENT 13:47-5.1 Application form has been amended as follows:

(a) Application to amend a license shall be made by an officer of the licensee on Form 7-A, hereby adopted. The application shall have annexed such proofs, signatures and verifications as would have been necessary if the changes were in the original application.

(b) No licensee who has applied for an amended license shall operate a game in any manner other than that which has been licensed until an amended license certificate has been issued.

PLEASE BEGIN COLLECTING THE NEW FEES FOR ANY BINGO OR RAFFLE APPLICATIONS OR LICENSE AMENDMENTS APPROVED BY YOUR MUNICIPALITY BEGINNING MONDAY, OCTOBER 2, 2006.

Copies of the full text of the newly adopted regulatory changes can be viewed on our web-site @ www.state.nj.us/lps/ca/lgccc.htm.

If you have any questions regarding these changes please contact our office at (973) 273-8000.

Thank you for your anticipated cooperation in this matter.

Sincerely,

Legalized Games of Chance
Control Commission

(OVER)

EXHIBIT BINGO CHECKLIST 10/31/05

- ☐ Enter organization information into Application Register and apply next available number.
- ☐ Check to see if we have copy of ID Certificate on file.
- ☐ Is it current (unexpired)?
- ☐ Compare ID number, name of organization and address on the application with the ID certificate.
- ☐ Check Dates (compare day of week and the dates with calendar)
- ☐ More than six dates per month?
- ☐ Does the total number of occasions exceed 72?
- ☐ Does length of time for license exceed one year?
- ☐ Do checks for Legalized Games of Chance Control Commission (LGCCC) and municipal fees accompany the application?
- ☐ Are the amounts correct?
- ☐ Print bingo license number on checks.
- ☐ Are there more than 35 games listed on Schedule of Prizes?
- ☐ Except for progressive and 50/50 bingo games, does any single game prize exceed \$250?
- ☐ Is statement on schedule regarding compulsive gambling?
- ☐ Is a listing of the members working the bingo attached?
- ☐ Is a listing of members of other organizations working the bingo attached?
- ☐ If so, does that organization have an ID #?

PROBLEMS/ACTION TAKEN
