**INSTRUCTIONS FOR FILING A BINGO/RAFFLE APPLICATION**

An organization must be a non-profit organization to obtain a bingo/raffle license. Every organization that wishes to hold bingos or raffles must first register with the Control Commission and secure an identification number. This number is valid for a period of two years.

<http://www.njconsumeraffairs.gov/lgccc/Pages/registration.aspx> The application takes about 6 weeks to be approved by the state. This application does not come to the clerk’s office, it is sent directly to the state with your payment.

When a group or organization is trying to obtain a license, they must provide proof of this registration. They do so by presenting to the clerk’s office an original certificate issued by the state showing their registration status. This certificate is usually printed on colored paper and we **must see the original.** Once we have the original certificate, we make a copy and keep it for our records with all other paperwork pertaining to the organization’s request. The expiration date on the certificate must not be prior to the date of the event to which the group is obtaining a license.

The organization must submit an application for **each type** of game that they are conducting (50/50, draw raffle for merchandise, casino raffle, etc.). There are several types of games authorized by the state. A listing of the types of games is on the website. **You must submit 4 copies of each application to the Township Clerk’s office. One copy will be given back to you upon issuance of the license.**

1. Original member signatures, notary signatures and seals on each application. We cannot accept one original sealed application and copies of the remaining applications.
2. The age and date of birth of the members in charge of the games and officers of the applicant must be listed on the application. Our police department requests the birth dates and driver’s license numbers so that they can easily locate the applicant in their investigation.
3. A check made out to the Legalized Games of Chance Control Commission for their fees. The fees are listed on the website. Voorhees Township **does not charge** a fee.

In addition to the above, you must verify that all other sections of the application are complete. I singled out the above three because the state will deny the request if these items are not executed properly.

The process takes about 4 weeks. If the state investigator finds any omissions or problems with the application, the organization and the clerk’s office will both be notified.

Feel free to contact our office at 856-429-7757 or via email at dober@voorheesnj.com if you have any questions regarding the application process.

<http://www.njconsumeraffairs.gov/lgccc/Applications/Application-for-Bingo-License.pdf>

<http://www.njconsumeraffairs.gov/lgccc/Applications/Application-for-Raffle-License.pdf>