

State of New Jersey
LEGALIZED GAMES OF CHANCE CONTROL COMMISSION
 PO BOX 46000
 Newark, NJ 07101
 973-273-8000

www.state.nj.us/lps/ca/lgccc.htm

(All state forms, applications and information are available on this website)

RAFFLES LICENSING FEES

OFF-PREMISE DRAW RAFFLES FOR MERCHANDISE – (“Off-premise” is one in which tickets are printed and sold in advance of the occasion of the drawing.)

<u>Amount of retail value of prizes</u>	<u>Fee to Licensing Municipality</u>	<u>Fee to Legalized Games of Chance</u>	<u>Total</u>
0 - \$1,000	\$ 20.00	\$20.00	\$40.00
\$1,000.01 - 2,000	40.00	40.00	80.00
2,000.01 - 3,000	60.00	60.00	120.00
3,000.01 - 4,000	80.00	80.00	160.00
4,000.01 - 5,000	100.00	100.00	200.00
5,000.01 - 6,000	120.00	120.00	240.00
6,000.01 - 7,000	140.00	140.00	280.00
7,000.01 - 8,000	160.00	160.00	320.00
8,000.01 - 9,000	180.00	180.00	360.00
9,000.01 - 10,000	200.00	200.00	400.00

To continue the above schedule, add a \$20.00 fee for the licensing municipality and \$20.00 fee for the State of N.J. for each additional \$1,000 retail value.

OFF-PREMISE 50/50 CASH RAFFLES – Two checks are to be submitted - \$20.00 payable to **Legalized Games of Chance Control Commission** and \$20.00 payable to the **City of Summit**- at time application is submitted.

If the cash award exceeds \$1,000, the balance of the fees, according to the schedule above, is to be sent payable to **LGOCC** with Report of Raffles that must be filed and a check in the same amount sent and payable to **City of Summit**.

ON PREMISE DRAW OR 50/50 VALUED UNDER \$400 No Fee

ON-PREMISE DRAW OR 50/50 VALUED OVER \$400 \$20.00 to City and \$20.00 to Legalized Games of Chance Control Commission for each day raffle held.

NON-DRAW RAFFLE \$20.00 to City and \$20.00 to Legalized Games of Chance Control Commission for each wheel or game conducted on any day or a series of six consecutive days in one week.

ON PREMISE DRAW CASINO NIGHT \$100.00 to City and \$100.00 to Legalized Games of Chance Control Commission.

The payment of State fees is by check or money order, payable to the **Legalized Games of Chance Control Commission**.

QUICK CHECK LIST

DO

1. Make sure that the current I.D. certificate from State is brought in when submitting application for a raffle and that the I.D. number appears on application.
2. Submit 4 original applications at least three (3) weeks prior to scheduled Council Meeting (see attached list of Council Meeting dates).
3. Complete "Request for Criminal History Record Information" (attached) and copy of valid driver's license or current I.D. for each name indicated on application.
4. Submit four (4) copies of sample ticket for off-premise raffles (draw or 50/50, see attached forms).
5. Complete separate set of (4) raffle applications for each On-Premise draw, Off-Premise draw, On-Premise 50/50, and Off-Premise 50/50.
6. Have an officer of the organization as well as the member in charge of the game sign all applications before a notary.
6. You may advertise or publicize raffle games of chance in any form, e.g. newspapers, radio, T.V., posters, billboards, handbills, etc. pursuant to N.J.A.C. 13:47-6.14.

DON'T

1. Offer as a prize: real estate or any interest therein, bonds, shares of stock, securities or evidences of indebtedness, weapons, live animals (except gift certificate redeemable for live, edible seafood), foreign or domestic coins (except collector pieces or sets that are marketed as such and are clearly not intended for use as legal tender), tobacco products, motor vehicle leases, cash (including American Express Travelers Checks) or any merchandise refundable in any of the foregoing or as money or cash (cash prize only allowed when a 50/50 raffle is being held).
2. Print tickets before license has been approved by Common Council and Legalized Games of Chance Control Commission.

PLEASE PROVIDE CURRENT I.D. CERTIFICATE

APPLICATION DEADLINES AND TICKET FORMAT

PLEASE FILL OUT ALL FOUR (4) APPLICATIONS (AND SAMPLE TICKET FORMAT FORMS FOR OFF-PREMISE DRAW OR 50/50 –ATTACHED) ONE WILL BE RETURNED TO YOU.

APPLICATION DEADLINE: The Monday three weeks before the regular Council Meeting date according to the following schedule:

City of Summit's Council Meeting for 2010		
January 19	May 4 and 18	September 7 and 21
February 2 and 16	June 1 and 15	October 5 and 19
March 2 and 16	July 13	November 3 and 15
April 6 and 20	August 3	December 7 and 21

RAFFLE APPLICATION INSTRUCTIONS

1. Read appropriate portions of Legalized Games of Chance Control Commission booklet (available from the State). This is YOUR responsibility. Complete four (4) copies of the application.
2. Part A - General - #3 - indicate type of Raffle, i.e., On or Off Premise, 50/50, Draw, etc. (Off-Premise means that tickets will be sold in advance of the occasion of the drawing.)
3. Part C - Schedule of Expenses - Be sure to include as an Item of Expense the License Fee to the City and State and all items which will not be donated or the percentage not donated.
4. Part D - 1. Schedule of Purposes - Should be clear and as concise as possible because the same or similar terminology must appear on the ticket after "Benefit of....."
Fill out four (4) copies of ticket format (see attached)
 - a. Name of organization to which proceeds will be given and signature of individual authorized to accept proceeds if not applicant organization.
4. Part E - Schedule of Prizes The description should be detailed, i.e., a Sony Trinitron Plus 15" Color T.V. or Chevy Impala, 2-door, 350, V8, P.S. P.B., AM-FM Stereo and any other extras.

If part of the prize is donated, then its percentage and value must be indicated.
5. Part G - Members of Applicant in Charge of Games - Individuals listed must be members of the organization applying for the license.
6. Part H - Members of Applicant Who Will Assist - Same applies as in Part G.
7. Part J - Statement of Applicant - Original signatures of officer(s) and member(s) in charge of the game of applying organization needed on all four copies of application. These officers must sign the application before a Notary.

AFTER COMPLETION AND SUBMISSION OF APPLICATION

Raffles License must be approved by resolution of the Common Council. Therefore, the application must be received by the Clerk's Office a minimum of THREE WEEKS PRIOR to the Council Meeting (see list of dates attached). The date(s) of raffles must be at least fifteen (15) business days after Council approval (Council meeting date). Raffles can not take place until the license is approved by Council, the State and issued by City Clerk's office. This 15 BUSINESS DAY WAITING PERIOD after approval by Common Council is required for the State of New Jersey Legalized Games of Chance Control Commission to review the application.

REGULATIONS REGARDING CONDUCT OF RAFFLES

1. Each registered organization shall establish, keep and maintain a bank account in a State or Federal chartered banking institution to which only the proceeds derived from the conduct of games of chance shall be deposited and from which only payments for authorized expenses and utilization of net proceeds for authorized purposes shall be made.
2. License(s) issued must be conspicuously displayed at the place where the game of chance is being conducted at all times during the conduct of the games.
3. When a game is not held on any date when a licensee authorized it to be held, a Report of Operations to that effect shall nonetheless be filed with Legalized Games of Chance Control Commission.
4. Whenever an organization shall conduct a game of chance it shall display, adjacent to the allotment of prizes(s) by chance, a sign as follows: "Is gambling a problem for you or someone in your family? Dial 1-800-GAMBLER."

FIFTEEN (15) BUSINESS DAYS AFTER COUNCIL MEETING

Call City Clerk's office to see if raffles application has been approved by the Council and Legalized Games of Chance Control Commission.

REPORT OF RAFFLES OPERATIONS

The Report of Operations must be completed and signed before a Notary and submitted to the Legalized Games of Chance Control Commission, P. O. Box 46000, Newark, NJ 07101 within 15 days of the Raffle. If Off-Premise Raffle was held, a copy of the printer's certificate together with a copy of the ticket must be attached and submitted with this report.

DEFINITIONS OF
GENERAL INTEREST TO RAFFLES LICENSE APPLICANTS

Please be sure to review the Legalized Games of Chance booklet available from the Legalized Games of Chance Control Commission with regard to the terms listed below so that any special aspect of your activity is not overlooked which could result in a delay or denial by the Control Commission.

Page 5.....	Authorized purpose
6.....	Draw raffle, Goods, etc, Net proceeds (raffle), Non-draw raffle
.....	Off-premise, Off-premise 50/50
7.....	On-premise, On-premise 50/50, Qualified organization
8.....	Raffle, Raffle equipment, Special door prize (also see N.J.A.C. 13:47-2.7 and 13:47)
11.....	License to conduct
12.....	Filing
13.....	Separate application
18.....	Member in charge
19.....	Member in charge of proceeds
21.....	Advertise (see N.J.A.C. 13:47-6.14)
23.....	Prohibited prizes

REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION FOR A NONCRIMINAL JUSTICE PURPOSE

COMPLETE FOR EACH PERSON INDICATED ON APPLICATION (PHOTOCOPY AS NECESSARY)

COMPLETE NAME AND ADDRESS OF REQUESTING AGENCY

CITY OF SUMMIT – SUMMIT POLICE DEPARTMENT
512 Springfield Avenue, Summit NJ 07901

ASSIGNED IDENTIFIER (ORI Number)

COMPLETE SHADED AREAS ONLY – TYPE OR PRINT ALL INFORMATION

REQUESTING AGENCY USE ONLY

Attach photocopy of current driver's license or other valid ID

NAME (Including Maiden Name)

SBI NUMBER (If Known)

(Last Name) (Maiden Name) (First Name) (Middle)

ADDRESS

FBI NUMBER (If Known)

(Number) (Street) (City) (State)

DOB

(Month) (Day) (Year)

SEX:

RACE:

Home Phone:

Day/Cell
Phone

SOCIAL SECURITY NUMBER

I certify that I am authorized to receive Criminal History Record Information pursuant to a Federal or State Statute, Rule or Regulation, Executive Order, Administrative Code Provision, Local Ordinance, or Resolution. I understand that the Criminal History Record Information received shall not be disseminated to persons unauthorized to receive the information.

(Enter the appropriate Statute, Rule or Regulation, Executive Order, Administrative Code, Local Ordinance, or Resolution.)

RAFFLE LICENSE APPLICATION - NJSA 5:8-53

Type or Print Name of Authorized Person Making Request

Signature of Authorized Person Making Request

AUTHORIZATION BY SUBJECT OF REQUEST AND PRIVACY ACT NOTIFICATION

Supervisor, State Bureau of Identification:

I hereby authorize the release of any Criminal History Record Information maintained by your agency, meeting dissemination criteria, for the above stated Noncriminal Justice Purpose to **SUMMIT POLICE DEPARTMENT DETECTIVE BUREAU**

Pursuant to the Privacy Act of 1974 (P.L. 93-579), I realize that disclosure of my social security number is **voluntary**. I also realize my social security number will be used by the State Bureau of Identification for the purpose of facilitating the security check authorized by the above referenced authority. Any information released as a result of this authorization, including the furnishing of my social security number, shall be used only for the express purpose of processing the above indicated application.

X

Signature of Applicant

Date