RAFFLE/BINGO CHECKLIST

APPLICATIONS SHOULD BE SUBMITTED
TWO MONTHS PRIOR TO THE OCCASION
(APPLICATIONS SHOULD BE SUBMITTED TO THE BOROUGH CLERK BY THE THURSDAY BEFORE THE FIRST COUNCIL MEETING OF THE MONTH)

The fee for Raffle/Bingo is now $20.00 per game (see application fee chart)

1. A copy of current identification certificate from Legalized Game of Chance Control Commission

2. Organization identification number printed on all (4) applications
   Name of organization should be written exactly as on the identification certificate

3. All applications must be *signed* by officers and *notarized* **(original signatures on all applications) Please do not staple together.**

4. Separate checks made payable to:
   -Legalized Game of Chance Control Commission (LGCCC) (each game requires a separate check)
   -Borough of Mountainside
   Write organization identification number on both checks

5. Off-premise raffles (tickets sold before raffle) require a completed sample ticket form

6. All applicants in charge of the games must log on to the website below which will provide a profile of your criminal history to the Mountainside Police Department. This is known as On-Line form 212A.

   https://www.njportal.com/njsp/criminalrecords/

   Mountainside Police Department ORI Number is NJ0201000 which you will be asked to enter in addition to the requested fee of $20.00 set by the State of NJ.

   Upon receipt of this the Mountainside PD will advise the Borough Clerk in writing if the applicant meets the requirements set by the State of NJ and is able to be issued a license to hold a raffle.

7. **Once the raffle is drawn please send us a copy of your Report of Operations and a check if any extra fees apply.**

If you should have any questions, Contact Jasmeen Ashe at 908-232-2400 Ext. 270
Additional info is also available at www.state.nj.us/lps/ca/lgccc/raffleapp.pdf