

A decorative border surrounds the page, featuring white raffle balls with black numbers and red tickets with the word 'TICKET' printed on them. The background is a light, crumpled paper texture.

## **INSTRUCTIONS FOR RAFFLE APPLICATION**

**BEFORE SUBMITTING YOUR RAFFLE APPLICATION, WE MUST SEE YOUR LICENSE ISSUED TO YOUR ORGANIZATION BY THE STATE. IF YOU DO NOT FURNISH THE LICENSE, WE CANNOT ACCEPT YOUR APPLICATION.**

**YOU MUST FILL OUT 4 COPIES.**

1. You must have your ID number on each copy. We will give you the Raffle number when you complete the application.
2. Complete Parts A and B.
3. Complete Part C (Schedule of Expenses) i.e. cost of printing tickets, fees to Borough.
4. Complete Part D (Schedule of purpose) and Part E (Schedule of Prizes). If it is a 50/50 Raffle, it would be 50% of proceeds. If it is merchandise, you must list each prize and the value of each.
5. Complete Parts F, G, H and I. List each officer and member's date of birth next to their age on the application.

You must have two officers of the organization sign on the back of all four copies, and they must be original signatures.

All 4 copies must be notarized BEFORE we receive them.

If you are selling tickets off premises, a sample ticket must be submitted. If you do not have one printed up, you must draw a sample ticket with the name of organization, list of prizes and retail values, location, date and time of drawing, purpose to which entire proceeds will be devoted, price of ticket, and ticket number. The ID number and RL number must be on both the ticket and ticket stub.

In addition, the following statement must be on the ticket:

- For Merchandise Raffles: "No substitution of the offered prize may be made, and no cash will be given in lieu of the prize".
- For Cash Raffles: "No substitution of the offered prize may be made".

Submit 4 copies of application, sample ticket (if required), and 2 separate checks. One \$20 check made out to the Borough of Bergenfield and one \$20 check made out to Legalized Games of Chance Control Commission. (Fees to Legalized Games of Chance Control Commission may vary depending on the type of game and the retail value of the prizes).

Your application must undergo a background check. Once approved, it is sent to the state for review, after fifteen calendar days your license will be issued.

**TICKETS SHOULD NOT BE PRINTED UNTIL YOU RECEIVE YOUR LICENSE.**

If you need further information or have questions regarding registration, applications, reports and forms, license fees, you can go to the following links: [www.njconsumeraffairs.gov/lgccc](http://www.njconsumeraffairs.gov/lgccc) , email [askconsumeraffairs@dca.njoag.gov](mailto:askconsumeraffairs@dca.njoag.gov) us or call (973) 504-6200.