

# How to Apply for Approval to Conduct Bingos & Raffles

consumer***brief***

## THERE ARE THREE STEPS IN THE PROCESS:

- STEP 1** Registration as a “qualified” organization;
- STEP 2** Municipal approval of the specific event; and
- STEP 3** State review of the municipality-approved application.

## HERE ARE THE DETAILS:

**STEP 1** You must request the appropriate application form from the New Jersey Legalized Games of Chance Control Commission (Commission). There is a \$100 non-refundable registration fee (Senior citizen clubs and senior organizations are exempt from the registration fee but still must register). The fee is payable by **certified check** or **money order** made out to the “**Legalized Games of Chance Control Commission**.” The initial registration is good for two years and can be renewed every two years thereafter for \$100. Contact the Commission online at [www.NJConsumerAffairs.gov/lgccc](http://www.NJConsumerAffairs.gov/lgccc), by phone at 973-273-8000, or in writing at P.O. Box 46014, Newark, NJ 07101.

Please note that, with some exceptions, your organization must also register with the Division’s Charities Registration Section. If you have questions concerning whether your organization must registered with, please call 973-504-6215.

**STEP 2** In addition to obtaining a registration, you will need to get approval in the location of the event. Present the original registration certificate received from the Commission which establishes your organization as being “qualified.” The municipality will collect State and municipal license fees for each event, but the municipal license is inactive until the Commission approves it.

**STEP 3** The municipality will send a copy of the application to the Commission. The Commission then has 15 business days to review it. If there is a problem, the Commission notifies the municipality and the organization within this period. If there is no communication after 15 business days, you can assume the State has approved the game application. You may then call the town hall for confirmation and pick up your license.



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