

## Application Fees

1. Bingo: \$20.00 for each occasion on which any game or games of bingo are to be conducted under the license. Remember, an organization may only have 6 occasions per month and 72 occasions per year;
2. On-premise draw raffle for cash prizes (50/50) in excess of \$400.00 or merchandise prizes where the total combined retail value of prizes awarded is in excess of \$400.00: \$20.00 for each day on which a drawing is to be conducted under the license. Remember, no sample tickets are required with application and no further fees are to be paid with the report of operations;
3. On-premise draw raffle for cash prizes (50/50) of less than \$400.00 or merchandise prizes where the total combined retail value of prizes awarded is less than \$400.00; No licensing fees. In the event the retail value of the prizes awarded exceeds \$400.00, the licensee shall submit a payment of \$20.00 at the time of filing the report of operations;
4. Off-premise draw raffle awarding merchandise as a prize: \$20.00 for each \$1000 or part thereof of the retail value of the prize(s) to be awarded. Remember, a sample ticket must be submitted with the application;
5. Carnival games or wheels: \$20.00 for each game or wheel held on any one day, or any series of consecutive days not exceeding six at one location. Remember, a Form 13 must be submitted with the application along with a list of games and wheels;
6. Off-premise cash (50/50) raffle: a \$20.00 fee shall be paid at the time the application is filed. In the event the awarded prize exceeds \$1000 then an additional fee of \$20.00 for each \$1000 or part thereof in value of the awarded prize in excess of \$1000 or part thereof shall be forwarded to the Control Commission with the Report of Operations. Remember, a sample ticket must be submitted with the application;
7. Special door prize raffle: no fee is payable and no license is required, provided the merchandise is wholly donated, has a total retail value of less than \$50.00, and no other raffle is being conducted at the event. Remember, the qualified organization shall notify the clerk in writing and in duplicate signed by an officer giving the following: 1. name and id # of organization, 2. place and date of the raffle, a description of the prizes and the retail value thereof, 4. Names and donors of the prizes;
8. Calendar raffle awarding cash or merchandise as a prize: \$20.00 for each \$1000 or part thereof of the retail value of the prize(s) to be awarded. Remember, a sample calendar must be submitted with the application. See enclosed examples and regulations concerning calendar raffles;
- \* 9. Instant raffle games awarding cash or merchandise as prizes: \$20.00 for each day or \$750.00 for a one-year license to sell, or offer for sale, instant raffle tickets during that year;
10. Golf Hole-in-One Contest: \$20.00 for each \$1000 or part thereof of the retail value of the ancillary prizes to be awarded;
11. Casino nights - \$100 per occasion. Remember, a Form 13 must be submitted with the application;
12. Armchair race nights - \$50 per occasion. Remember, a Form 13 must be submitted with the application.



**New Jersey Office of Attorney General**  
Division of Consumer Affairs  
Legalized Games of Chance Control Commission  
124 Halsey Street, 6th Floor, P.O. Box 46000  
Newark, New Jersey 07101  
(973) 273-8000

## **Instructions for Filing the Raffle Report of Operations**

Pursuant to N.J.A.C. 13:47-9.1, licensees must file a report of operations with the Legalized Games of Chance Control Commission ("Commission") no later than the 15th day of the calendar month immediately following the calendar month in which the licensed activity was held, operated or conducted.

You may download this report and complete ALL of the entries for each occasion(s) relating to the conduct of all raffles, except for instant raffle games and carnival games and wheels. Once completed, a member/officer shall certify that he/she has reviewed the report and that the information provided is true, accurate and complete. This will require the person to state their name and title, and sign the document before a notary public.

Raffle Report of Operations for the conduct of off-premises 50/50 or merchandise raffles must be submitted along with a printer's certificate and a sample ticket. All reports on paper are to be mailed to the Legalized Games of Chance Control Commission, P.O. Box 46000, Newark, New Jersey 07101.

However, for your convenience, we offer the ability to file reports electronically via e-mail, **EXCEPT FOR OFF-PREMISES 50/50 RAFFLES INVOLVING ADDITIONAL FEES**. To employ this option, you must do a "SAVEAS" of the report, and place it onto your personal computer. Complete the report by using the "TAB" key to maneuver through each field.

Upon completion, the member/officer shall certify by placing a check in the box provided, that he/she has reviewed the report and that the information provided is true, accurate and complete. Subsequently, the person must state his/her name and title. Reports that are not properly certified will be sent or e-mailed back.

Raffle Report of Operations completed online must be e-mailed to the Commission at [PetermanA@dca.lps.state.nj.us](mailto:PetermanA@dca.lps.state.nj.us).

It is recommended that you maintain a copy of all reports as part of the organization's records.

Please also email a copy to the clerks office to [sdifrancesco@mountainside-nj.com](mailto:sdifrancesco@mountainside-nj.com) or if your prefer you may mail in a copy.





**Part E - Officers of Applicant**

Office	Name of officer	Residence address	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Part F - Members of Applicant who will be in charge of the games**

Name of member in charge	Residence address	Telephone No. <small>(include area code)</small>	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Part G - Members of Applicant who will assist in conducting the games**

Name of member	Residence address	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Part H - Names of other organizations whose members will assist in conducting the games**

Name and address of organization	How related	Identification No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

**If more space is needed in any section of this application, insert extra sheets of paper.**

**Part I - Statement of Applicant and member(s) in charge**

State of New Jersey

} ss.

County of \_\_\_\_\_

We do hereby each make the following statement, under oath, with respect to the foregoing application:

1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Raffles Licensing Law.
2. Prior to the issuance of any license to it to conduct games of chance, the applicant was actively engaged in serving one or more "authorized purposes."
3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Raffles Licensing Law and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games, except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, as well as the compensation for the Licensed Compensated Workers pursuant to N.J.A.C. 13:47-6A. No prize may be offered and given in cash, except as otherwise provided by the Raffles Licensing Law (N.J.S.A. 5:8-50 et seq.). If a cash prize under certain circumstances is permitted by the law, the amount of the cash prize may not exceed the limits prescribed by the Raffles Licensing Law.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public (Print name)

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Signature of Officer and Title

\_\_\_\_\_  
Member in Charge

\_\_\_\_\_  
Member in Charge

\_\_\_\_\_  
Member in Charge

\_\_\_\_\_  
Member in Charge



**If more space is needed in any section of this application, insert extra sheets of paper.**

**Applicant's registration slip from the *Legalized Games of Chance Control Commission* must be presented to the Municipal Clerk with this application.**

## RAFFLE CHECKLIST

### APPLICATIONS SHOULD BE SUBMITTED TWO MONTHS PRIOR TO THE OCCASION

**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) Sample Ticket form filed out  
completely:
6. All applicants must log on to the below listed website 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 raffle completed please send us a copy of your Report of Operations.**

If you should have any questions, Contact Susan DiFrancesco at 908-232-2400 Ext. 270  
Additional info is also available at [www.state.nj.us/lps/ca/lgccc/raffleapp.pdf](http://www.state.nj.us/lps/ca/lgccc/raffleapp.pdf)