



## ELIGIBLE ORGANIZATION GAMES OF CHANCE APPLICATION

**FOR LICENSING AUTHORITY  
USE ONLY**

**Licensing Authority** – Enter County Name or Governing Authority Name, Address and Telephone Number

**Please Print or Type.**

### IMPORTANT: READ INSTRUCTIONS ON PAGE 4 BEFORE COMPLETING APPLICATION

<b>1 Check Appropriate Block:</b> <input type="checkbox"/> Initial Application <input type="checkbox"/> Annual Application <input type="checkbox"/> Change of Data The licensing authority must be notified of changes to the information included on this application within 15 days of the change.													
<b>2 Submit a check, cashier's check or money order payable to the licensing authority named above for the fee due.</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">TYPE OF APPLICATION</th> <th style="text-align: left; border-bottom: 1px solid black;">FEE</th> <th style="text-align: left; border-bottom: 1px solid black;">EXPLANATION</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Game of Chance License</td> <td>\$100</td> <td>Required for application.</td> </tr> <tr> <td><input type="checkbox"/> Limited Occasion License</td> <td>\$ 10</td> <td>Required for application.</td> </tr> <tr> <td><input type="checkbox"/> Replacement License</td> <td style="text-align: center;">➔</td> <td>Issued only if original is defaced, destroyed or lost. Contact the licensing authority for current fee.</td> </tr> </tbody> </table>		TYPE OF APPLICATION	FEE	EXPLANATION	<input type="checkbox"/> Game of Chance License	\$100	Required for application.	<input type="checkbox"/> Limited Occasion License	\$ 10	Required for application.	<input type="checkbox"/> Replacement License	➔	Issued only if original is defaced, destroyed or lost. Contact the licensing authority for current fee.
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<b>3 Name of Municipality (city, borough, incorporated town or township)</b>	<b>4 a Liquor Identification Number (LID)</b>  <b>4 b Liquor License Number (if applicable)</b>												
<b>5 Indicate Type of Organization (See instructions on Page 4.)</b>	<b>6</b> <input type="checkbox"/> <b>If incorporated, check here and attach copy of articles of incorporation.</b>												
<b>7 Name of Organization</b>	<b>8 Date Organization was Formed</b>												
<b>9 Location of Organization and Licensed Premises</b> <b>A. <u>Address of Normal Business or Operating Site</u></b> Street _____ County _____  City _____ State _____ ZIP Code _____  Telephone Number _____ Email Address _____													
<b>B. <u>Mailing Address</u> <input type="checkbox"/> Check if same as 9a</b> Street _____ County _____  City _____ State _____ ZIP Code _____  Telephone Number _____													
<b>C. <u>Licensed Premises</u> <input type="checkbox"/> Check if same as 9a</b> Street _____ County _____  City _____ State _____ ZIP Code _____  Telephone Number _____													
<b>Licensed Premises is (check applicable box)</b> <input type="checkbox"/> Owned by organization <input type="checkbox"/> Leased by organization <input type="checkbox"/> Owned or leased by another licensed eligible organization and leased to or used by the organization <input type="checkbox"/> Other (Explain) _____													
<b>10 A. Eligible organization's operating day</b>  <b>B. Eligible organization's operating week</b>													

**THIS FORM MAY BE REPRODUCED**

**11** As the executive officer or secretary of the eligible organization, I certify, under penalties of perjury and falsification found in 18 Pa. C.S.A. §4901 et seq., that:

- A. No person under 18 years of age shall be permitted to operate or play games of chance.
- B. No person who will manage, set up, supervise or participate in the operation of games of chance has been convicted of a felony, a violation of the Bingo Law, or the Local Option Small Games of Chance Act.
- C. The facility in which games of chance are to be played has adequate means of ingress and egress and adequate sanitary facilities available in the area and meets all Department of Health and other local or federal sanitary requirements.
- D. The eligible organization is the owner of the premises upon which the games of chance are played; or, if it is not, the organization is not leasing such premises from the owner under an oral agreement, nor is it leasing such premises from the owner under a written agreement as a rental which is determined by the amount of receipts realized from the playing of games of chance or by the number of people attending, except for a banquet where a per head charge is applied connecting to the serving of a meal.
- E. The organization has not been convicted of a violation of the Act of Dec. 19, 1988 (P.L. 1262, No. 156), known as the Local Option Games of Chance Act.

I have examined this application, including accompanying schedules and statements, and to the best of my knowledge and belief, all information provided is true, correct and accurate.

Signature of Officer Preparing Application	Date of Birth	Title	Date
Print Name	Social Security Number (Optional)		Telephone Number

**12** Did your organization receive small games of chance proceeds in excess of \$2,500 in the prior calendar year?

Check the appropriate block:  No  Yes  
 If yes, attach the required documents noted in number 6 below.

**13 COMMONWEALTH OF PENNSYLVANIA**

**COUNTY OF** \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_, who, being duly sworn according to law, deposes and says that the statements contained in the foregoing application are true and correct.  
 Subscribed and sworn to before me this date:

Month Day Year

(Seal)

\_\_\_\_\_ My commission expires on \_\_\_\_\_  
 Notary Signature

**FALSE OR FRAUDULENT APPLICATION IS PUNISHABLE BY A FINE OF \$1,000, IMPRISONMENT FOR ONE YEAR OR BOTH.**

**THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE APPLICATION (use 8 1/2" X 11" sheets where possible).**

1. Check, cashier's check or money order in the amount of the total application fee payable to the licensing authority named on Page 1 of this application.
2. Schedule Sheet.
3. If incorporated, a copy of the applicant's articles of incorporation. If not incorporated, a copy of bylaws or other legal documents that define the organization's structure and purposes. Documentation indicating the organization has been fulfilling its purpose for one year prior to applying for a license is required.
4. A copy of the applicant's Internal Revenue Service tax exemption approval letter or official documentation indicating the applicant is a non-profit charitable organization.
5. Details and copies of all written lease or rental arrangements between the applicant and the owner of premises upon which the games of chance will be conducted, if such premises are leased or rented. If premises are owned, provide a copy of the deed.
6. Each application for a license submitted by an eligible organization with proceeds in excess of \$2,500 in a year must include the results of a criminal history check from the Pennsylvania State Police for executive officer and secretary of the eligible organization making the application.
7. Effective Feb. 1, 2014, each application for a club license must include the most recent report filed with the department.

## SCHEDULE SHEET FOR ELIGIBLE ORGANIZATION GAMES OF CHANCE LICENSING

**Please Print or Type All Information.**

**SCHEDULE A** - Check which type(s) of games of chance the organization will conduct:

- Daily/Weekly Drawings     
  Pull-tab games     
  Punchboards     
  Raffles

**SCHEDULE B** - List the following data for all officers, directors, owners and partners. If incorporated, list all officers and shareholders controlling 10 percent or more of outstanding stock. If organized as a partnership, list data for all partners. For all other entities, list data of any other financially responsible person.

Full Name	Date of Birth	Title or Relationship	Social Security Number (Optional)
Email Address			Telephone Number
Complete Mailing Address			

Full Name	Date of Birth	Title or Relationship	Social Security Number (Optional)
Email Address			Telephone Number
Complete Mailing Address			

**SCHEDULE C** - List all persons who will be responsible for operation of games of chance, including employees, bar personnel and organizational members or auxiliary members who will obtain and coordinate use of games of chance.

Full Name	Date of Birth	Title or Relationship	Social Security Number (Optional)
Complete Mailing Address			Telephone Number

Full Name	Date of Birth	Title or Relationship	Social Security Number (Optional)
Complete Mailing Address			Telephone Number

Full Name	Date of Birth	Title or Relationship	Social Security Number (Optional)
Complete Mailing Address			Telephone Number

**SCHEDULE D** - List distributors with which the organization anticipates doing business:

Name of Distributor and distributor license number	Complete Mailing Address	Telephone Number

**SCHEDULE E** - List all auxiliary groups of the applicant conducting games of chance under the applicant's license:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING ELIGIBLE ORGANIZATION GAMES OF CHANCE APPLICATION

The licensing authority (County Treasurer, or in any home-rule county where there is no elected treasurer, the designee of the governing authority) should enter the county name or governing authority name, address and telephone number in the space provided at the top of the application prior to making application forms available to the local eligible organizations.

Questions regarding games of chance and this application should be referred to the licensing authority on Page 1 at the top of the application. If the information is missing, refer to the government section of your local telephone book to determine the name and address of your county licensing authority.

### APPLICATION INSTRUCTIONS

- SECTION 1** - Applicant must check the appropriate block to indicate the type of application the organization is submitting.
- SECTION 2** - Check type of application.
- Games of Chance License - A games of chance license authorizes the licensee to conduct games of chance during the eligible organization's licensing term. A licensee is eligible to apply for special raffle permits.
  - Limited Occasion License - A limited occasion license authorizes the licensee to conduct games of chance on a limited basis (on no more than three occasions over a period of no more than seven days during the license term). An organization that has a normal place of business (owned or leased) is not eligible for a limited occasion license.
  - Enclose the application fee (check, cashier's check or money order) payable to the county licensing authority identified on Page 1.
- SECTION 3** - The municipality where the organization's licensed premise is physically located.
- SECTION 4 - 8** - Enter specific information regarding the organization. Enter in Section 5 the type of organization applying for license: charitable, religious, civic and service association; sportsman or wildlife association; volunteer fire company; volunteer rescue squad; volunteer ambulance association; bona fide senior citizens organization; club under Liquor Code 102; school booster organization; fraternal and veteran's organization; etc.
- SECTION 9** - Generally, if an eligible organization owns or leases a premises as its normal business or operating site, that premises shall be the licensed premise for purposes of operating games of chance. If an eligible organization does not own or lease a premises upon which normal business or operations is conducted, it may, by agreement, use the licensed premises of another licensed eligible organization or make other arrangements for a licensed premises. Leases for licensed premiseses must be in writing.
- A.** - The organization must provide the address of the physical location where normal business operation is conducted. Typically this will be the organization's mailing address and/or licensed premises, and it may be indicated as such by marking the boxes in B and C.
  - If no normal place of business, enter NONE.
  - B.** - If the organization has a different mailing address than the address provided in A (such as a Post Office Box), the organization must provide the mailing address in this item.
  - C.** - If an organization does not own or lease a normal business or operating site, has a normal business operating site with multiple structures or has multiple business or operating sites, it must indicate in this section the location it will use as its premises for conducting games of chance.
  - Information on this line is required for a complete application.
- SECTION 10** - Indicate the eligible organization's hours of operation, dates or days of week and times games are to be played.
- Operating day - The period of time during any 24-hour period when an eligible organization conducts its normal activities or holds itself open to its members.
  - Nonoperating day - A period of time equivalent to an eligible organization's operating day except that the eligible organization is closed to normal activities or to its members during that period of time.
  - Operating week - Seven consecutive operating days or nonoperating days.
- SECTION 11** - The executive officer or secretary of an organization must certify statements A through E by completing the personal data required in Section 11 and by signing the application.
- SECTION 12** - Applicant must check the appropriate block to indicate if their organization received small games of chance proceeds in excess of \$2,500 in the prior calendar year.
- SECTION 13** - Application must be notarized.

Complete the schedule sheet and enclose other documents listed at the bottom of Page 2 of the application. Social Security numbers are optional.

Forward the application, payment and other related documents to the licensing authority to obtain your license to conduct and operate games of chance.