



WASHINGTON TOWNSHIP

MUNICIPAL OFFICES
MORRIS COUNTY
LONG VALLEY, NJ 07853

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908-876-3315
Fax 908-876-5138

January 17, 2011

To: Washington Township Non-Profit Organizations

From: Dianne S. Gallets, Township Administrator/Clerk

Re: Regulations and Procedure for Games of Chance Applications

In line with Statutes N.J.S.A. 5:8-1 et seq. and its attendant regulations N.J.A.C. 13:47-1.1 et seq., *a qualified organization must receive an identification number from the New Jersey Legalized Games of Chance Control Commission prior to making application for a Bingo or Raffle License in the municipality where the games are to be conducted.*

In order to obtain a registration application, you may contact the New Jersey Legalized Games of Chance Control Commission, P.O. Box 46014, Newark, New Jersey 07101, telephone (973) 273-8000 or access the Internet at www.state.nj.us/ips/ca/lgcc.htm.

All applications should be submitted in duplicate (2) at least one month prior to the date of the scheduled game, as follows:

1. **The original registration certificate** bearing the organizations name and identification number must be presented to the Municipal Clerk at the time an application is presented. Application forms can be obtained from the Clerk's Office or the Internet at www.state.nj.us/ips/ca/lgcc.htm.
2. The application must include any and all necessary attachments, such as a schedule of games for bingo, a sample ticket for an off premise raffle, a list of prizes, the retail value of each prize, and the required fees.
3. Each application must contain the **notarized signatures of two officers** of the organization.
4. The application should be submitted on or before the second Monday of each month, since the Township Committee will consider a resolution to approve raffle applications at their Regular Meeting held on the third Monday.
5. Upon the Township Committee's approval, the application will be submitted to the Legalized Games of Chance Control Commission for review. The Legalized Games of Chance Control Commission will approve or deny the application within 15 days of their receipt of the application. Licenses will not be issued until the expiration of the 15 day Legalized Games of Chance Control Commission review period has expired.
6. The Clerk's Office will forward a license, and copies of the application and the letter to the New Jersey Legalized Games of Chance Control Commission to you for your records. **These documents and the notice containing "gambling problem help" must be conspicuously posted where the game is operated.**

If you have any questions, please feel free to contact Nina DiGregorio, Monday through Friday between the hours of 8:00 A.M. and 3:00 P.M.

DSG/nmd