

LICENSE PROCEDURE FOR A CASINO NIGHT

1. The organization must be registered and hold a current registration certificate from the Legalized Games of Chance Control Commission (LGCCC) (note: there is an expiration date on the certificate, the event must take place before the certificate expires);
2. The organization presents equipment provider (Example: Ostrum's Entertainment) with a copy of the organization's current registration certificate;
3. Within 48 hours of contracting with the organization the equipment provider sends LGCCC the certification for the event;
4. The organization will receive a Form 13 from the equipment provider;
5. A member of the organization takes the original registration certificate and the form 13 to the municipal clerk in the municipality in which the event will take place together with a check for \$100 made out to the municipality and \$100 check made out to the Legalized Games of Chance Control Commission. A raffle license application will then be prepared; This is 4 page application you fill out.
6. The municipality will conduct a police background check on the members of the organization listed on the application;
7. The governing body of the municipality will vote to approve or disallow the application;
8. If approved by the governing body, the application is sent by the municipal clerk to the LGCCC together with the \$100 check;
9. If the municipality is not contacted by LGCCC within 14 days after mailing the application, the municipal clerk may issue the license.

PLEASE ALLOW PLENTY OF TIME FOR THE PROCESS. Please be aware that because of the increasing numbers of organizations registering, the registration of a new organization may take 6-8 weeks. The entire process takes time and there are no provisions in the law for shortcuts in the process.

After the event, the organization is also responsible for filing a report of operations by the 15th of the month following the event.

An application for registering an organization as well as other helpful information may be obtained from the LGCCC website at www.state.nj.us/lps/ca/gccc.htm or by calling [973-273-8000](tel:973-273-8000). You may ask for either Martin Silva or Scott Steinman.