



Borough of Union Beach  
Clerk's Office  
650 Poole Avenue  
Union Beach, NJ 07735  
732-264-2277

## Checklist for Raffle Applicant

New Jersey Legalized Games of Chance Control Commission (LGCCC) has final say on all determinations for games of chance. The Borough of Union Beach acts as a liaison to the LGCCC, but cannot contest any denial, time restraint or fee the LGCCC institutes.

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>All applications must be submitted 6 (six) weeks prior to event             <ul style="list-style-type: none"> <li>Date Submitted _____</li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Contact information for application             <ul style="list-style-type: none"> <li>Name _____</li> <li>E-mail _____</li> <li>Phone _____</li> <li>Organization _____</li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Application must be submitted in quadruplicate (4 copies)             <ul style="list-style-type: none"> <li>Each copy of the application must contain at least two (2) original signatures</li> <li>Each copy of the application must contain an original notary seal</li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Copy of valid Registration card issued by LGCCC             <ul style="list-style-type: none"> <li>Must be valid through the date of Raffle                 <ul style="list-style-type: none"> <li>License Number _____ Type of Raffle to be held _____ Expiration Date _____</li> </ul> </li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Date of Raffle _____</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Type of Raffle (50/50, Gift Auction, Calendar, Bingo) _____</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Is the Raffle On Premise or Off Premise (Please choose one)             <ul style="list-style-type: none"> <li><input type="checkbox"/> On Premise                 <ul style="list-style-type: none"> <li>Tickets will only be sold at the event and <b>Winner must be present to receive prize</b></li> </ul> </li> <li><input type="checkbox"/> Off Premise                 <ul style="list-style-type: none"> <li>Tickets can be sold prior to the event and <b>Winner does not need to be present to receive prize</b></li> </ul> </li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Sample ticket needs to be provided if the raffle is Off Premise</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Check for fees payable to Legalized Games of Chance Control Commission (LGCCC)             <ul style="list-style-type: none"> <li>For fee schedule, please visit <a href="http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx">http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx</a></li> <li>Common games of chance and corresponding fees are attached</li> </ul> </li> </ul> <p>Check Number _____ Amount _____</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Check for fees payable to the Borough of Union Beach             <ul style="list-style-type: none"> <li>Check Number _____ Amount _____</li> </ul> </li> </ul>

### Helpful Hints

- For more information, visit <http://www.njconsumeraffairs.gov/lgccc/Pages/default.aspx>
- Registration with the LGCCC allows the privilege of holding a game of chance. Each game must be applied for and licensed with the Town where the game is to be held.
- **An organization must apply with the LGCCC to obtain a registration.**
  - Must be a "Qualified Organization"
    - A bona fide organization or association of veterans, religious congregation, religious organization, charitable organization, educational organization, fraternal organization, civic and service club, officially recognized volunteer fire company, officially recognized first aid squad, and officially recognized rescue squads, and senior citizens association or club.
- **A Raffle Report of Operations** must be submitted to the LGCCC no later than the 15<sup>th</sup> day of the calendar month immediately following the date of the licensed activity.
  - Failure to file this report will result in future applications being denied
  - The form can be found at <http://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx>