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### **Office of the Town Clerk**

#### **Instructions for Raffle Licenses**

1. Please submit **four (4) original signed and notarized copies** for each event. The Raffle License Application can be found on our website or at:  
<http://www.state.nj.us/oag/ca/lgccc/raffleapp.pdf>
2. Please submit your **MATCHING RAFFLE LICENSE FEES** to both the “Township of Washington” and the “NJ LGCCC” via separate checks or money orders. Fee information can be found at:  
[http://www.state.nj.us/oag/ca/lgccc/lgc\\_licensefees.htm](http://www.state.nj.us/oag/ca/lgccc/lgc_licensefees.htm)
3. Please bring your organization’s original and valid **NJ LGCCC REGISTRATION CERTIFICATE** for viewing by the Township Clerk’s Office when applying and also submit a copy with each application. The date of your raffle must occur prior to the expiration date of your registration certificate.
4. Please submit a **PRINTER’S CERTIFICATE**, a copy of the ticket, or the required ticket information on the Sample Ticket Form, if applicable.

For Off-Premise Merchandise Raffle (Awarding Prizes) please use this form:

<http://www.state.nj.us/oag/ca/lgccc/apps/rafflmer.pdf>

For Off-Premise Cash Raffle please use this form:

<http://www.state.nj.us/oag/ca/lgccc/apps/rafflcas.pdf>

5. We can **ISSUE YOUR RAFFLE LICENSE FOURTEEN (14) CALENDAR DAYS** after receiving your completed application and all required documents, as long as the State of New Jersey has made no comment on your application. We will mail the license to the member in charge listed on the application.

6. If you need to file an amendment to the issued license, such as to change the date of the event, please fill out  
<http://www.state.nj.us/oag/ca/lgccc/amendapp.pdf>
  
7. When your raffle is over, please file this **REPORT OF OPERATIONS** according to the State's directions:  
<http://www.state.nj.us/oag/ca/lgccc/apps/RaffleReport.pdf>  
If you should owe more fees than you originally paid, please make sure to forward a matching fee to both the "Township of Washington" and the "NJ LGCCC."
  
8. For more **DETAILED INFORMATION**, please visit the State's website, NJ Legalized Games of Change Control Commission (LGCCC) at:  
<http://www.state.nj.us/lps/ca/lgccc/>
  
9. Please **CALL US** (201) 664-4425 or visit us at 350 Hudson Street or our website [www.twpofwashington.us](http://www.twpofwashington.us) for any questions you may have. Thank you!