



350 Hudson Avenue
Twp. of Washington, NJ 07676-4799
Tel: 201-664-4425 Fax 201-664-8281
clerk@twpofwashington.us

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
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 for any questions you may have. Thank you!

Part E - Officers of Applicant

(1) Office	Name of officer	Age
_____	_____	_____
Residence address	Telephone No. (include area code)	
_____	Day _____ Evening _____	
(2) Office	Name of officer	Age
_____	_____	_____
Residence address	Telephone No. (include area code)	
_____	Day _____ Evening _____	
(3) Office	Name of officer	Age
_____	_____	_____
Residence address	Telephone No. (include area code)	
_____	Day _____ Evening _____	
(4) Office	Name of officer	Age
_____	_____	_____
Residence address	Telephone No. (include area code)	
_____	Day _____ Evening _____	

Part F - Members of Applicant who will be in charge of the games

Name of member in charge	Residence address	Telephone No. (include area code) Day / Evening	Age
_____	_____	_____ / _____	_____
_____	_____	_____ / _____	_____
_____	_____	_____ / _____	_____
_____	_____	_____ / _____	_____
_____	_____	_____ / _____	_____

Part G - Members of Applicant who will assist in conducting the games

Name of member	Residence address	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part H - Names of other organizations whose members will assist in conducting the games

Name and address of organization	How related	Identification No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

If more space is needed in any section of this application, insert extra sheets of paper.

Part I - Statement of Applicant and member(s) in charge

State of New Jersey

} ss.

County of _____

We do hereby each make the following statement, under oath, with respect to the foregoing application:

1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Raffles Licensing Law.
2. Prior to the issuance of any license to it to conduct games of chance, the applicant was actively engaged in serving one or more "authorized purposes."
3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Raffles Licensing Law and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games, except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, as well as the compensation for the Licensed Compensated Workers pursuant to N.J.A.C. 13:47-6A. No prize may be offered and given in cash, except as otherwise provided by the Raffles Licensing Law (N.J.S.A. 5:8-50 et seq.). If a cash prize under certain circumstances **is** permitted by the law, the amount of the cash prize may not exceed the limits prescribed by the Raffles Licensing Law.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this

_____ day of _____, 20 ____.

Notary Public (Print name)

Signature of Notary Public



Signature of Officer and Title

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

If more space is needed in any section of this application, insert extra sheets of paper.

Applicant's registration slip from the *Legalized Games of Chance Control Commission* must be presented to the Municipal Clerk with this application.

Township of Washington
(Bergen County, New Jersey)

AFFIDAVIT

All members listed in Parts E & F of Raffle/Bingo Application must file an Affidavit

Please print/type the following information:

Name: _____

Home Address: _____

Name of Organization: _____

LGCCC Registration Number: _____ Event Date: _____

I _____ associated with the above organization, having the above LGCCC Registration Number do solemnly swear (or affirm) that I am of good moral character and have not been convicted of a crime. I understand a copy of this Affidavit will be made part of the Raffle Application and may be forwarded to the State of New Jersey's Department of Law & Public Safety Legalized Games of Chance Control Commission.

Signature

Date

Notary Public State of New Jersey

Notarized by: _____

Date: _____

My Commission Expires on: _____

Sample Ticket
Off Premises Raffle Awarding Cash
N.J.A.C. 13:47-8.8

Stub	Ticket
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Name</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Municipal RL #</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Address</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">NJ LGCCC Identification#</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">State</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">City</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">ZIP code</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Telephone Number</div> </div> <div style="border-bottom: 1px solid black; text-align: center; margin-top: 10px;">Ticket #</div>	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">NJ LGCCC Identification #</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Municipal RL #</div> </div> <div style="text-align: center; margin-bottom: 10px;"> <div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <p>Name of Organization</p> </div> <div style="text-align: center; margin-bottom: 10px;"> <p>50/50</p> <p>This is a 50/50 cash raffle and the winner will receive 50% of the amount received for all tickets or rights to participate</p> </div> <div style="text-align: center; margin-bottom: 10px;"> <div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <p>Location of Drawing</p> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Date of Drawing</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Time of Drawing</div> </div> <div style="text-align: center; margin-bottom: 10px;"> <div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <p>Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made."</p> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Price of Ticket</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Ticket #</div> </div>

This illustration is provided for your convenience. While the form of the ticket may vary, the information listed above must be contained on your printed ticket. If you require assistance with your ticket, please contact the office of Legalized Games of Chance Control Commission at (973) 273-8000. This sample ticket must be attached to the Application for Municipal Raffle License and submitted to the municipality.

Sample Ticket
Off Premises Merchandise Raffle
N.J.A.C. 13:47-8.7

Stub	Ticket
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">Name</p> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">Address</p> <hr style="width: 80%; margin: 0 auto;"/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">State</p> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">City</p> </div> <div style="width: 45%; text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">ZIP code</p> </div> </div> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">Telephone Number</p> </div> <div style="width: 45%; text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">Municipal RL #</p> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">NJ LGCCC Identification#</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">Ticket #</p> </div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">NJ LGCCC Identification #</p> </div> <div style="width: 45%;"> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">Municipal RL #</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">Name of Organization</p> <hr style="width: 80%; margin: 0 auto;"/> <hr style="width: 80%; margin: 0 auto;"/> <hr style="width: 80%; margin: 0 auto;"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">List of Prizes</p> </div> <div style="width: 45%;"> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">Retail Values</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">Location of Drawing</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">Date of Drawing</p> </div> <div style="width: 45%;"> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">Time of Drawing</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made and no cash will be given in lieu of the prize."</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">Price of Ticket</p> </div> <div style="width: 45%;"> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">Ticket #</p> </div> </div>

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