

**BOROUGH OF OLD TAPPAN**  
**MUNICIPAL CLERK'S OFFICE**  
**(201) 664-1849 Ext 14**

**PROCEDURE FOR OBTAINING A RAFFLE LICENSE**  
**(Updated 4/25/12)**

1. Any Organization applying for a Raffle License must have an identification number/registration certificate which is issued by the State of New Jersey, Legalized Games of Chance Control Commission (LGCCC) – (973) 273-8000.
2. Filing – License applications shall be filed in quadruplicate (**all four (4) applications must have original signatures and be notarized**) with the Municipal Clerk and the **original** LGCCC registration certificate must be provided with each application. Each application must have at least 1 name listed in Parts F & G, these names must be different. There must be at least 2 different, notarized, signature in Part I.

Following approval of the Municipal Clerk the application is mailed to Legalized Games of Chance Control Commission (LGCCC) within three (3) business days of its approval. The Municipal Clerk cannot issue the License until twenty-one (21) business days after mailing the application to LGCCC. This means that organizations **cannot** have tickets printed until at least 3 weeks after the approval of the Municipal Clerk.

3. Contents of the Ticket – Off Premise Raffles (selling tickets **prior** to the date of the raffle). Whenever a licensee shall submit an application to the Municipal Clerk, a sample ticket form must accompany the application. The sample tickets forms can be obtained from the Municipal Clerk.
  - a) Name and identification number of the qualified organization and number of the license issued for the occasion
  - b) Place where the occasion will be held and the date and time
  - c) A list of the prizes and the retail value of each
  - d) The number of the ticket
  - e) Price of the ticket
  - f) The purpose to which the entire net proceeds will be devoted
  - g) The statement: “No substitution of the offered prize may be made and no cash will be given in lieu of the prize.”
  - h) The presence of the holder of a ticket shall not be required in order to win unless the ticket bears the statement: NOT VALID UNLESS HOLDER IS PRESENT AT THE TIME OF THE DRAWING.”
  - i) The stub of each ticket shall bear the name and address of the holder, the number of the ticket, the raffle license number issued for the occasion and the identification number of the organization.
4. Off Premise 50/50 Cash Raffle – same as above except for item “c” shall read the statement: “This is a 50/50 Cash Raffle and the winner will receive 50% of the amount received for all tickets or rights to participate.”

If the prize pool is to be divided among multiple winners, the ticket must indicate the percentage of the prize pool that each winner will receive.

5. Fees due to LGCCC:

- a) Off-Premise Raffles
  - \$20.00 for each \$1,000.00 or part thereof of the retail value of the prize (i.e. a raffle with the total amount of the prizes being \$2,559.00 would pay LGCCC \$60.00). Fees are due at the time the application is filed with the Municipal Clerk.
- b) Off-Premise 50/50 Raffles
  - \$20.00 fee shall be paid to LGCCC at the time the application is filed. In the event that the awarded prize exceeds \$1,000.00, then an additional fee of \$20.00 per thousand or part thereof in value of the awarded prize shall be forwarded to LGCCC together with the Raffle Report of Operations form.
- c) On-Premise Raffles (a raffle conducted in which all tickets are sold only at the event and not prior to the event).
  - \$20.00 to LGCCC for each day a drawing is to be held.
- d) Armchair Races
  - \$50.00 to LGCCC for each day the event is to be held.

Checks should be made payable to **Legalized Games of Chance Control Commission or LGCCC**.

6. Prohibited Prizes

- a) No licensee shall offer any prize of real estate or an interest therein, bonds, stocks, securities, weapons, live animals, personal or professional services, foreign or domestic coins, or any other merchandise refundable in any of the foregoing or in money or cash.
- b) No prize consisting of cash or money may be offered or awarded except in the case of a 50/50 Cash Raffle.

7. No person in charge of running the games of chance or helping to run the games may take part in the raffle.

8. Raffle Report of Operations – the Report of Operations shall be on a form provided by the LGCCC. The Report shall contain the following information.

- a) Gross receipts derived from each game
- b) Expenses incurred or paid and a description of the merchandise purchased or the services rendered therefore
- c) Net profit from each game and the uses to which the net profit has been or will be applied
- d) A list of the prizes offered or given and their respective values
- e) The licensee shall file one copy of the report with the LGCCC no later than the 15<sup>th</sup> day of the calendar month immediately following the calendar month in which the licensed activity was held.
- f) Off-Premise Raffle licensees shall secure from the printer of tickets a certificate

showing:

- The number of tickets printed
- The first and last numbers used
- That the tickets were consecutively numbered
- A sample of the actual ticket