

BOROUGH OF SOUTH PLAINFIELD

QUICK CHECKLIST FOR RAFFLE LICENSES

All applications must be submitted to the Clerk's Office at least one (1) month prior to the event.

- Copy of Registration Certificate issued by Legalized Games of Chance Control Commission
 - Must be valid through the date of event
- Four (4) applications must be submitted in quadruplicate
 - Each copy of the application must contain at least two (2) original signatures
 - o An officer of the organization and a member in charge
 - Each copy of the application must be signed by a notary
- Four (4) Criminal Affidavit forms filled out and notarized for officer and member in charge

Two separate checks:

- Check for fee payable to Legalized Games of Chance Control Commission (LGCCC)
 - Fee based on the type of game and anticipated prizes
 - o Refer to the Clerk's section on the Borough's website for fee
 - www.southplainfieldnj.com
- Check for fee payable to the Borough of South Plainfield
 - Fee is identical to LGCCC

Helpful Notes:

1. Name, address, and registration number of the organization must match exactly as it appears on the Registration Certificate
2. Specify type of event in Part A-3 by the date of event
 - a. i.e. Merchandise Raffle, 50/50 Raffle, Bingo
3. On Premise or Off Premise? (Part A-3 by the date of event)
 - a. On Premise: Tickets will only be sold at the event
 - b. Off Premise: Tickets can be sold prior to the event
 - i. Sample ticket needs to be provided if the raffle is Off Premise
4. Make sure event date is prior to the expiration date of the Registration Certificate
5. Be sure to be specific in the purposes of the entire net proceeds of the event in Part C-1
6. A Raffle Report of Operations must be submitted to the LGCCC no later than 15 days immediately following the date of the licensed event
7. More information can be found on the State Website:
<https://www.njconsumeraffairs.gov/lgccc/Pages/default.aspx>