



## **BINGO/RAFFLE INSTRUCTIONS**

The following documents must be submitted to the Clerk's Office for a Bingo/Raffle License. Please note that we will only accept applications that contain **ALL** the required documentation.

- 4 Original copies of the Bingo/Raffle Application
- Form LGCCC 13 – Only needed if Raffle Equipment is to be leased
- Organization's Registration Form (4 copies which includes their Identification Number)
- License fee - If unsure what the cost is, please call 732-356-7400, Ext. 238 for the exact amount. If a fee is required, a check should be made payable to "LGCCC" and also a check in the same amount made payable to "Borough of Middlesex". If additional funds are required by LGCCC when filing the Raffle Report of Operations, please be sure to also pay the additional funds to the Borough of Middlesex.
- Report of Operations that was filed with LGCCC for your most recent raffle that was held in the Borough of Middlesex.
- A copy of Fingerprint Check Results from the New Jersey Office of the Attorney General (No more than 3 years old) indicating that the organization applicant (Member in charge) is free of any conviction and is of good moral character. You can obtain your Criminal History Record via the web at [uenroll.identogo.com](http://uenroll.identogo.com). Enter the service code 2F1BJG and Select "Schedule or manage an appointment". You must enter your information. You may also apply by going to the State Police Website <https://nj.gov/njsp/criminal-history-records/chri-nj-res.shtml> .

**PLEASE BE SURE TO SUBMIT ALL THE INFORMATION ABOVE WHEN YOU BRING IN YOUR RAFFLE APPLICATION. IF EVERYTHING LISTED ABOVE IS NOT INCLUDED IN YOUR SUBMISSION, YOUR APPLICATION WILL BE RETURNED TO YOU.**

Additional links and Information can be found on the Borough website "Forms & Applications" page [middlesexboro-nj.gov/forms](http://middlesexboro-nj.gov/forms) under "Clerk's Office"