

*State of New Jersey*  
LEGALIZED GAMES OF CHANCE CONTROL COMMISSION  
PO BOX 46000, Newark, NJ 07101  
973-273-8000  
<http://www.njconsumeraffairs.gov/lgcc/Pages/default.aspx>

**All State forms, applications and information are available on this website**

## RAFFLES LICENSING FEES

**OFF-PREMISE DRAW RAFFLES FOR MERCHANDISE** – (“Off-premise” is one in which tickets are printed and sold in advance of the occasion of the drawing.)

<u>Amount of retail value of prizes</u>	<u>Fee to Licensing Municipality</u>	<u>Fee to Legalized Games of Chance</u>	<u>Total</u>
0 - \$1,000	\$ 20.00	\$20.00	\$40.00
\$1,000.01 - 2,000	40.00	40.00	80.00
2,000.01 - 3,000	60.00	60.00	120.00
3,000.01 - 4,000	80.00	80.00	160.00
4,000.01 - 5,000	100.00	100.00	200.00
5,000.01 - 6,000	120.00	120.00	240.00
6,000.01 - 7,000	140.00	140.00	280.00
7,000.01 - 8,000	160.00	160.00	320.00
8,000.01 - 9,000	180.00	180.00	360.00
9,000.01 - 10,000	200.00	200.00	400.00

To continue the above schedule, add a \$20.00 fee for the licensing municipality and \$20.00 fee for the State of N.J. for each additional \$1,000 retail value.

**OFF-PREMISE 50/50 CASH RAFFLES** – Two checks are to be submitted - \$20.00 payable to Legalized Games of Chance Control Commission and \$20.00 payable to the City of Summit - at time application is submitted.

If the cash award exceeds \$1,000, the balance of the fees, according to the schedule above, is to be sent payable to **LGCC** with Report of Raffles that must be filed and a check in the same amount sent and payable to **City of Summit**.

**ON PREMISE DRAW OR 50/50 VALUED UP TO \$400.00**      **No Fee**

**ON-PREMISE DRAW OR 50/50 VALUED \$400.01 OR MORE** \$20.00 to City and \$20.00 to Legalized Games of Chance Control Commission for each day raffle held.

**NON-DRAW RAFFLE** \$20.00 to City and \$20.00 to Legalized Games of Chance Control Commission for each wheel or game conducted on any day or a series of six consecutive days in one week.

**ON-PREMISE DRAW CASINO NIGHT** \$100.00 to City and \$100.00 to Legalized Games of Chance Control Commission, and a "FORM 13" must be submitted with the application.

The payment of State fees is by check or money order, payable to the **Legalized Games of Chance Control Commission (LGCCC)**. **Do not combine fees for multiple applications in one check to LGCCC. LGCCC requires a separate check for each application.**

## **QUICK CHECK LIST**

1. Bring in ORIGINAL State ID Certificate that will be valid on the date of the raffle when submitting application and make sure the I.D. number appears on each application. The City is required to see the ORIGINAL certificate and will make the photocopy for the file.
2. Complete separate set of four (4) raffle applications for **EACH RAFFLE**. Submit 4 original applications for each raffle at least four (4) weeks prior to:
  - On-Premise draw or 50/50: the raffle drawing/event date
  - Off-Premise draw or 50/50: date you want printer to print tickets for advance sale.
3. Effective April 2014: Any person listed under Section F “Members of Applicant who will be in charge of the games”) MUST COMPLETE THE ONLINE SUBMISSION FOR A CRIMINAL HISTORY BACKGROUND CHECK. SEE INSTRUCTION SHEET AT THE END OF THIS PACKET.
4. **Off-Premise Draw or 50/50**: Submit four (4) copies of sample ticket (draw/merchandise or cash/50/50, see attached forms) with your applications.
5. Per LGCCC have an officer of the organization listed in Section E and at least one member in charge listed in Section F sign ALL applications before a notary. **Original signatures required on ALL applications**.
6. Allow for an additional 14 CALENDAR DAYS after the Criminal Background Check results ARE RECEIVED BY THE SUMMIT POLICE DEPARTMENT for State review before the license may be issued.
7. You may advertise or publicize raffle games of chance in any form, e.g. newspapers, radio, T.V., posters, billboards, handbills, etc. pursuant to N.J.A.C. 13:47-6.14.

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## **DO NOT**

1. **DO NOT Offer AS A PRIZE**: real estate or any interest therein, bonds, shares of stock, securities or evidences of indebtedness, weapons, live animals (except gift certificate redeemable for live, edible seafood), foreign or domestic coins (except collector pieces or sets that are marketed as such and are clearly not intended for use as legal tender), tobacco products, motor vehicle leases, cash (including American Express Travelers Checks) or any merchandise refundable in any of the foregoing or as money or cash (cash prize only allowed when a 50/50 raffle is being held).
2. **DO NOT PRINT OR SELL TICKETS BEFORE LICENSE HAS BEEN APPROVED** by the Legalized Games of Chance Control Commission. License must be issued. License number that we provide you is required to be on the tickets.
3. **Online sales of tickets are not permitted. Using sites such as givesmart.com are not permitted.**

**YOU MUST PROVIDE ORIGINAL STATE I.D. CERTIFICATE**  
**Photocopies WILL NOT be accepted.**

PLEASE FILL OUT FOUR (4) APPLICATIONS (AND SAMPLE TICKET FORMAT FORMS FOR OFF-PREMISE DRAW OR 50/50 –ATTACHED) ONE WILL BE RETURNED TO YOU WHEN THE LICENSE IS ISSUED.

**RAFFLE APPLICATION INSTRUCTIONS**

1. Read appropriate portions of Legalized Games of Chance Control Commission booklet (available from the State). This is YOUR responsibility. Complete four (4) copies of the application with original notarized signatures on each FOR EACH RAFFLE.
2. Part A - General - #3 – indicate DATE, TIME AND TYPE of Raffle, e.g. On or Off Premise, 50/50, Draw, etc.(Off-Premise means that tickets will be sold in advance of the actual drawing.)
3. Part B - Schedule of Expenses - Be sure to include as an Item of Expense the License Fee to the City and State and all items which will not be donated or the percentage not donated. **ONLY EXPENSES DIRECTLY RELATED TO CONDUCTING THE RAFFLE ARE PERMITTED.** Food, decorations, hall rental, etc. are NOT permitted expenses.
4. Part C - 1. Schedule of Purposes - Should be clear and as concise as possible because the same or similar terminology must appear on the ticket after "Benefit of....."  
Fill out four (4) copies of ticket format (see attached) for Off-Premise raffles (tickets sold in advance of event).
  2. Name of organization to which proceeds will be given and signature of individual authorized to accept proceeds if not applicant organization.
5. Part D - Schedule of Prizes The description should be detailed, i.e., a Sony Trinitron Plus 15" Color T.V. or Chevy Impala, 2-door, 350, V8, P.S. P.B., AM-FM Stereo and any other extras.  
If actual prizes are not yet determined list example/s.  
If only part of the prize is donated, then its percentage and value must be indicated.
6. Part F - Members of Applicant in Charge of Games - Individuals listed must be members of the organization applying for the license (these are the individuals who must complete the Criminal History Background Check).
7. Part G - Members of Applicant Who Will Assist – must be members of the applicant organization.
8. Part I - Statement of Applicant – Per LGCCC have an officer of the organization listed in Section E and at least one member in charge listed in Section F sign ALL applications before a notary. Original signatures required on ALL applications.

## **AFTER COMPLETION AND SUBMISSION OF APPLICATION**

Raffles License must be approved by the New Jersey State Legalized Games of Chance Control Commission. Therefore, the application must be received by the Clerk's Office a minimum of FOUR WEEKS PRIOR to the raffle drawing/event date for On-Premise draw or 50/50 or the date printer may begin to print tickets for off-premise draw or 50/50. Tickets cannot be printed and Raffles cannot take place until the license is approved by the State and issued by City Clerk's office. This **14 CALENDAR DAY WAITING PERIOD** is required for the State of New Jersey Legalized Games of Chance Control Commission to review the application.

## **REGULATIONS REGARDING CONDUCT OF RAFFLES**

1. Each registered organization shall establish, keep and maintain a bank account in a State or Federal chartered banking institution to which only the proceeds derived from the conduct of games of chance shall be deposited and from which only payments for authorized expenses and utilization of net proceeds for authorized purposes shall be made.
2. License(s) issued must be conspicuously displayed at the place where the game of chance is being conducted at all times during the conduct of the games.
3. When a game is not held on any date when a licensee authorized it to be held, a Report of Operations to that effect shall nonetheless be filed with Legalized Games of Chance Control Commission.
4. Whenever an organization shall conduct a game of chance it shall display, adjacent to the allotment of prize(s) by chance, a sign as follows: "Is gambling a problem for you or someone in your family? Dial 1-800-GAMBLER."

## **REPORT OF RAFFLES OPERATIONS**

The Report of Operations must be completed and signed before a Notary and submitted directly to the Legalized Games of Chance Control Commission, P. O. Box 46000, Newark, NJ 07101 within 15 days of the Raffle. If Off-Premise Raffle was held, a copy of the printer's certificate together with a copy of the ticket must be attached and submitted with this report.

## **DEFINITIONS OF GENERAL INTEREST TO RAFFLES LICENSE APPLICANTS**

Please be sure to review the Legalized Games of Chance booklet available from the Legalized Games of Chance Control Commission ([www.state.nj.us/lps/ca/lgcc.htm](http://www.state.nj.us/lps/ca/lgcc.htm)) so that any special aspect of your activity is not overlooked which could result in a delay or denial by the Control Commission.

**ONLINE SALES OF TICKETS ARE NOT PERMITTED.  
USING SITES SUCH AS GIVEMART.COM ARE NOT PERMITTED.**

# **SUMMIT POLICE DEPARTMENT**

## **CRIMINAL HISTORY RECORD**

### **ELECTRONIC FILING INSTRUCTIONS**

- 1) Log onto the website <https://www.njportal.com/njsp/criminalrecords>
- 2) Click on the **ON LINE FORM 212A** link, a highlighted block located on the lower left side of the page.
- 3) Enter the ORI Number of **NJ0201800**.
- 4) Enter the required information, following the prompts for demographics and payment information.

#### **FILING INFORMATION SCREEN**

##### Firearms Applicants

- *SBI Number*  
Enter your state issued SBI # located on your Firearms Identification Card
- *Reason for Filing Request*  
Select the option for NJS 2C:58-3 Purchase of Firearms

##### All Other Applicants

- *Reason for Filing Request*  
Select the option for Local Ordinance
- *Description for Filing Request*  
Type in the correlating statute/ordinance number:

Application Type	Ordinance No.
Raffle License	NJSA 5:8:53
Peddler License	4-5.5.d, e, f
Liquor License	NJAC 13:2-7.7
Taxi/Limo Driver	4-26.2.e.2
Tow Operator	4-9.4.b., c

- 5) Review the Privacy Act of 1974 statement and acknowledge by checking the box as indicated.
- 6) Upon completion of the form, you will receive an email confirmation and receipt that will include a confirmation number.
- 7) Your request will be forwarded to the Summit Police Department for review, approval and submission to the New Jersey State Police for processing.
- 8) Please contact the Summit Police Department at the below listed number to advise us of your submission.

Firearms Applicants – Please contact the Detective Bureau at 908-277-9473

Liquor License Applicants - Please contact the Detective Bureau at 908-277-9473

All Other Applicants - Please contact the Police Records Unit at 908-277-9396 / 9394