



Charitable Bingo Operations Division

Instructions – Request for Licensure by Eligible Organization

(Rev. 8/10)

PUBLIC INSPECTION

This form and any attachments will be open to public inspection as required by the Texas Public Information Act.

WHO SHOULD SUBMIT THIS FORM

The form should be submitted by an authorized organization that has now identified a playing location, days, times, and starting date to begin conducting bingo after being issued an eligible organization determination letter authorized under Charitable Bingo Administrative Rule (CBAR) 402.400(n).

FOR ASSISTANCE

For assistance in completing this application, please call the Charitable Bingo Operations Division (CBOD) toll-free, at 1-800-BINGO-77 (800-246-4677).

GENERAL INSTRUCTIONS

- DO NOT return the instructions or checklist with your completed form.
- DO NOT leave any item on the form blank. If an item does not apply to your organization, enter "NA."
- Please type or print legibly all information.
- Your organization will be required to post a bond or other security and submit additional license fee if applicable based on the license class calculated in Item 12.
- This form must be complete and all required documentation submitted before it can be processed.
- Pursuant to CBAR 400(n), this form must be filed within 180 days of being issued an eligible organization determination letter.
- Your organization will be required to confirm the accuracy of information previously provided on the Texas Application for Original License to Conduct Bingo application.

SPECIFIC INSTRUCTIONS

Item 1 – Enter the eleven (11) digit taxpayer number assigned by the Charitable Bingo Operations Division. This is the number found on your eligible organization determination letter.

Item 2 – Enter the legal name of your organization as it appears on the organizing instrument (i.e., Articles of Incorporation, bylaws, constitution, charter from parent organization, etc.).

Item 3 – Enter the appropriate mailing address to receive ALL bingo related correspondence for the applicant. Also include the organization's Web site, fax number, optional E-mail address, and the name and daytime telephone number of the individual responsible for the completion of the application, as applicable.

Item 4 – Enter the date the organization wants to start conducting charitable bingo. If you wish your license to be effective upon the CBOD determination that you have met all requirements, checkmark the "Effective the earliest possible date" box.

Item 5 – The organization, at a regular meeting of the membership, must have voted to conduct bingo as a fund raising activity if the organization does not own the proposed playing location. Attach a copy of these minutes which reflect the exact playing location name and/or address. The minutes should be signed by an officer and certified to be true and correct.

Also, enter the name and physical address of the location where charitable bingo games are to be conducted. This address must be a physical address and cannot include a PO Box or Rural Route. If the location where the charitable bingo games are to be conducted is not currently licensed, the lessor from whom you are proposing to lease will be required to complete a Texas Application for a License to Lease Bingo Premises. **Note:** Locations owned or controlled by a government agency are not required to hold a commercial lessor's license.

Item 6 – Indicate if this location address is inside the city limits.

Item 7 – Indicate how the location is controlled by the organization. If the location is owned, enter the date the location was acquired. If the location is not owned by the organization, check the "Lease" box. Use of facilities free of charge would be considered leasing if the playing location is not owned by the organization.

Item 8 – Enter the name, mailing address, and eleven (11) digit taxpayer number of the entity from whom you are leasing the premises. This is the same information reflected on the lessor's license for the proposed bingo location. If your proposed lessor is not currently licensed, you can obtain their taxpayer number by asking for their EIN or TVIN. **Note:** The EIN will be nine (9) digits; the TVIN will be eleven (11) digits. If you are unable to obtain either of these numbers, complete all information except the taxpayer number.

Item 9 – Enter the day(s) and time(s) of the week charitable bingo will be conducted by the organization. The days and times of each occasion may not exceed three (3) occasions per week and may not exceed four (4) hours per occasion. List the days in order using Sunday as the first weekday available. When completing the times, 12:00 a.m. (midnight) is the first time available in a day, and the last available time for one day is 11:59 p.m., as 12:00 a.m. begins the next day. The times indicated will represent the bingo occasion. Bingo may not be conducted outside the approved bingo occasion. No more than two (2) occasions may be conducted on the same day at the same location except as allowed with a separate temporary license. The two (2) occasions may be conducted on the same day by one organization or by two (2) separate organizations each holding a single occasion. See the BEA, Section 2001.419, for additional information regarding the frequency and times of occasions.

Item 10 – Indicate if a regular license to conduct charitable bingo is held or has been held at this playing location. If "YES," please proceed to Item 12. If "NO," proceed to Item 11.

Item 11 – If a current bingo license is or has been held at the proposed playing location, it has been previously certified as legal to conduct bingo and re-certification is not required. If a current bingo license is not displayed, Item 13 must be completed by the county clerk or city secretary, when applicable, to determine that the proposed playing location address has been legalized for bingo by a local option election. Please contact our office before certifying any proposed playing location in Tarrant, Dallas, or Harris Counties.

Item 12 – Complete this calculation to determine the amount of license fee and security amount required. Indicate if you are applying for a one (1) year license or two (2) year license by placing a checkmark in the corresponding check box. Please refer to the Table of License Fees and Security Amounts for the appropriate fee amounts. Attach a check made payable to the State Comptroller for the license fee payment when filing the application. The CBOD will accept only the following types of bonds or other security as security for the payment of prize fees: (1) cash or check made payable to the State Comptroller, (2) irrevocable assignments of accounts, (3) letters of credit from financial institutions, (4) United States Treasury bonds, readily convertible to cash, or (5) surety bonds. In accordance with CBAR 402.404(a)(1)(B), additional license fees, and resulting bond or other security, may be required if the CBOD finds the estimated gross receipts used to calculate the license fee are not reasonable when compared to other similarly situated organizations.

Item 13 – This is the Certification of Responsibility to be signed by the Bingo Chairperson and an operator of the organization. The signing operator must be listed on the Registry of Approved Bingo Workers and as an operator on the organization's bingo record. Two different persons must sign this form. PLEASE READ CAREFULLY.

SUMMARIES OF SCHEDULES

All organizations must complete Schedule C or D if a cash bond is not posted. Review the remaining schedules to determine if they apply to your organization.

Schedule B - Individuals for License to Conduct Bingo.

Use to list all of the officers, directors, bookkeepers and persons who will serve as operators for your organization. Please ensure all operators have completed a *Texas Application for Registry of Approved Bingo Workers* form if they are not currently listed on the Registry.

Schedule C - Assignment of Security for Bingo Prize Fees.

Use if your organization wishes to irrevocably assign an account including certificates of deposit or certificates of savings, in a bank, savings and loan institution, or credit union whose deposits are insured by an agency of the United States government.

Schedule D - Continuous Bond of Bingo License.

Use if your organization wishes to post a bond with a surety company chartered or authorized to do business in the State of Texas. The appointing instrument must be properly notarized and physically attached to the bond.

Schedule E - Authorization of Representation.

Use if your organization desires to designate an individual to serve as an authorized representative. This gives the Commission the authority to discuss any aspects of your organization's bingo activities with your authorized representative.

Schedule N2 - Notice to Remove Individual or Individual Positions.

Use to inform the Commission of a change in status for an individual currently listed on the organization's bingo record. This form may be used to remove an individual or to remove position(s) an individual will no longer serve in.

Designation of Member

Use if your organization desires to designate an individual, other than an organization member, as a member of your organization for the purposes of conducting bingo and other law.

Texas Application for Registry of Approved Bingo Workers

This form must be completed by all persons designated as operators, bookkeepers and the Bingo Chairperson on your application. Any person that will be involved with the conduct of bingo as an operator, manager, cashier, usher, caller or salesperson for a regular license holder must be listed on the Registry before they may begin working in their position.

Transfer of Funds

Use if your organization is transferring money from an account held by the organization to their bingo bank account or the unit bingo bank account if they are becoming members of an accounting unit.

APPLICATION SUBMISSION

PLEASE SUBMIT YOUR COMPLETED APPLICATION, ALL SUPPLEMENTAL INFORMATION AND THE APPROPRIATE LICENSE FEE TO:

by mail:

**CHARITABLE BINGO OPERATIONS DIVISION
TEXAS LOTTERY COMMISSION
P.O. BOX 16630
AUSTIN, TEXAS 78761-6630
1-800-BINGO-77 (1-800-246-4677)**

for delivery:

**CHARITABLE BINGO OPERATIONS DIVISION
TEXAS LOTTERY COMMISSION
611 E. 6TH STREET
AUSTIN, TEXAS 78701-3715
1-800-BINGO-77 (1-800-246-4677)**

Please retain these instructions and a copy of your completed application for your files.

CHECKLIST

REQUIRED FORMS AND PAPERWORK TO INCLUDE WITH YOUR APPLICATION:

You may use this checklist to ensure that your application is complete and that you have collected all required documentation to submit with it.

- Request for Licensure by Eligible Organization Form.** Be certain that all items are completed, it is signed by the Bingo Chairperson and an operator, and that a copy is made for your files.
- License Fee.** Made payable to the STATE COMPTROLLER.
- Meeting Minutes.** Must be certified and signed if playing location is not owned.
- Security and bond-related documents.**
- Schedules.** Submit Schedule C or D if a cash bond is not posted. Attach all other applicable schedules and forms (see Summaries of Schedules.)