



Charitable Bingo Operations Division

General Instructions – Texas Application for a Temporary License to Conduct Charitable Bingo / Non-Regular License Holder / Section 1

B-AP-117-T-1 (NA) (Rev. 9/09)

PUBLIC INSPECTION

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

WHO SHOULD SUBMIT THIS APPLICATION

This application should be submitted by every non-profit organization (religious society, medical research or treatment organization, fraternal organization, veteran's organization, volunteer fire department or volunteer emergency medical services provider) that intends to conduct a temporary charitable bingo game in a legalized area in Texas. An organization may conduct charitable bingo in the county in which it is principally located or an adjacent county.

Please be aware that this application consists of two (2) sections. You need only complete the section that applies to your organization.

Section 1 should be completed by an organization that does not hold a regular license to conduct charitable bingo, but has held a temporary license within the last three (3) years.

Section 2 should be completed by an organization that has never held a license to conduct charitable bingo, or if it has been more than three (3) years since its last temporary license.

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 leave any item on the application blank. If an item does not apply to your organization, enter "NA."
- Please type or print legibly all information.
- When entering a Social Security Number, Federal Employer Identification Number (EIN), or Texas Vendor Identification Number, do not enter dashes.
- The disclosure of information requested for individuals is authorized under the Bingo Enabling Act (BEA), Occupations Code, Chapter 2001 and is necessary to conduct a criminal history background investigation which may be required of the individuals associated with your organization. Failure to provide all information requested for each individual will delay the issuance of your license.
- This application must be complete and all required documentation submitted before it can be processed. Do not return the instructions or checklist with your application.
- An authorized organization may receive up to six (6) temporary licenses per calendar year (January 1 through December 31).
- The twenty-five dollar (\$25.00) license fee must be paid at the time the application is submitted. If you apply for more than one (1) license on this application, remember to submit the twenty-five dollar (\$25.00) license fee for **each** license.
- Organizations not holding a regular license to conduct charitable bingo may pay by cashier's check, money order, or personal check. All payments must be made payable to the **State Comptroller**.
- This application must have two (2) different signatures, one (1) by the Bingo Chairperson of the organization and one (1) by the operator.
- If licensed, your organization must file a Texas Bingo Occasion Report and collect and remit a 5% prize fee for **all** prizes awarded. Prizes of \$5 or less may be paid by the organization directly or collected from the prize winner.

Please keep a copy of this application and any supplemental information you may have submitted for your records.

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
1-800-BINGO-77 (1-800-246-4677)**

SPECIFIC INSTRUCTIONS

An organization that does not hold a regular license to conduct charitable bingo, but has held a temporary license within the last three (3) years should use this section of the application if none of the information on your organization's records has changed since your last license.

Item 1 – Enter the name of the authorized organization as it appears on your most recent license to conduct charitable bingo.

Item 2 – Enter the eleven (11) digit taxpayer number as it appears on your most recent license to conduct charitable bingo.

NOTE: The name of the organization and/or the taxpayer number should be entered at the top of each page of the application for identification purposes.

Item 3 – Enter the authorized organization's mailing address for the temporary license. Include the name, daytime telephone number and contact information of the individual responsible for the completion of the application.

NOTE: This address is where your temporary license will be mailed.

Item 4 – Enter the date(s) of the requested temporary bingo occasion(s). The application for the temporary license must be received at least thirty (30) working days prior to the first bingo occasion being requested.

Item 5 – Enter the day(s) and time(s) of the week charitable bingo will be conducted by the organization. A temporary bingo occasion may not exceed four (4) hours. When completing the times, 12:00 a.m. (midnight) is the first time available in a day, and the last available time for that day is 11:59 p.m. since 12:00 a.m. begins the next day. The times indicated will represent the temporary bingo occasion. Bingo must be conducted on the date, day, and times as specified on the license. Your organization cannot qualify for the third occasion conducted at a location.

NOTE: Please make sure that the date(s) entered in Item 4 correspond with the day(s) entered in Item 5. Conflicting information will delay the processing of your application. See the BEA, Section 2001.419, for additional information regarding the frequency and times of occasions.

Item 6 – Enter the name of the organization's primary business office and the address where regular meetings are held and business records are maintained. If the organization has no business office, the organization is principally located in the county of the principal residence of the chief executive officer (CEO). This address must be a physical address and cannot include a PO Box or directions (i.e., 5 miles North of I-20). Charitable bingo may only be conducted in the



Charitable Bingo Operations Division

Specific Instructions – Texas Application for a Temporary License to Conduct Charitable Bingo / Non-Regular License Holder / Section 1

B-AP-117-T-1 (NA) (Rev. 9/09)

county in which the organization is principally located or an adjacent county. Indicate whether the organization location entered is a business office or the principle residence of the CEO by checking the corresponding box.

Item 7 – Enter the name and physical address of the hall/location where the temporary game will be conducted. This address must be a physical address and cannot include a PO Box or directions (i.e., 5 miles north of I-20).

Item 8 – Indicate if the location entered in Item 7 is inside the city limits.

Item 9 – Indicate if the location entered in Item 7 is in the same or adjacent county as the authorized organization's primary business office address where business records are maintained. If "NO," the temporary license cannot be issued.

Item 10 – Indicate how the location is controlled by the organization. If the location is not owned by the organization, the "Lease" box must be checked.

Item 11 – Enter the name, mailing address, and eleven (11) digit taxpayer number of the entity from whom you are leasing the premises. If a license to lease bingo premises is held for the location, this information should be the same as reflected on the lessor's license. Use of facilities free of charge would be considered leasing if the playing location is not owned by the organization.

Item 12 – The temporary license fee is twenty-five dollars (\$25.00) for each license. Organizations not holding a regular license to conduct charitable bingo may pay by cashier's check, money order, or personal check. Failure to submit the appropriate license fee will delay the processing of your application.

Item 13 – Enter the name and all requested information for the active member of the organization who will serve as the operator at the bingo game(s). This is a non-paid position. This individual serves as the supervisor of the bingo occasion on behalf of the licensed organization.

Item 14 – Enter the name and all requested information for the officer or member of your board of directors that will serve as the Bingo Chairperson for your organization. This individual is responsible for overseeing the organization's bingo activities and reporting back to the membership about those activities.

Item 15 – Check all positions that the Bingo Chairperson entered in Item 14 serves in for your organization. To serve as the Bingo Chairperson, the individual must also serve as an officer or member of your board of directors.

Item 16 – Indicate if a license to conduct bingo has ever been held at your proposed playing location. If "Yes," proceed to Item 18. If "No," proceed to Item 17.

Item 17 – This item should be completed by the county clerk or city secretary, as applicable, to determine that the proposed playing location named in Item 7 is legal for the conduct of bingo. This item must only be completed if there has never been a license to conduct bingo held at this location.

Item 18 – The Certification of Responsibility must be signed by the Bingo Chairperson of the organization listed in Item 14 and the operator listed in Item 13.

PLEASE USE THIS CHECKLIST TO ENSURE THAT ALL REQUIRED INFORMATION IS ATTACHED.

- 1. **Application.** Please make sure you complete all items on the appropriate application. Your application cannot be processed until it is complete and all required documentation is submitted.
- 2. **License Fee.** The appropriate license fee must be paid at the time the application is submitted. The payment may be made by cashier's check, money order, or personal check. All checks should be made payable to the **STATE COMPTROLLER**.
- 3. **Reports and Prize Fees.** All required quarterly reports and prize fees due for any previous bingo occasions must be filed and paid.
- 4. **Filing Deadline.** You should file your application at least thirty (30) working days prior to your first scheduled occasion.

Please retain this checklist and a copy of your completed application for your files.