



Instructions Texas Application for a Temporary License to Conduct Charitable Bingo / Annual License Holder

B-AP-117-T (A) (9/04)

Public Inspection: This application and any attachments will be open to public inspection as required by the Texas Open Records Act.

WHO SHOULD SUBMIT THIS APPLICATION

This application should be submitted by an organization currently licensed to conduct Charitable Bingo that intends to conduct a temporary Charitable Bingo game in a legalized area in Texas. An organization may conduct Charitable Bingo only in the county in which it is principally located.

Please be aware that this application consists of two sections.

Section 1 should be completed by an organization currently holding an annual license to conduct Charitable Bingo that only wants to conduct an additional game on a different day and time than is indicated on their current annual license. All other information associated with your organization's records, such as primary operator and playing location, must remain the same.

Section 2 should be completed by an organization currently holding an annual license to conduct Charitable Bingo that wants to conduct a temporary game at a different location or with a different primary operator than is indicated on their current annual license.

IN GENERAL

- DO NOT return the instructions or checklist with your completed application.
- DO NOT write in areas designated FOR T.L.C. USE ONLY.
- DO NOT leave any item on the application blank. If an item does not apply to your organization, enter "NA."
- Please type or print all information.
- When entering a Social Security Number, Federal Employer Identification Number (FEIN) or Vendor Identification Number, do not enter dashes.
- The disclosure of information concerning the race, sex, date of birth and Social Security Number of individuals is necessary to conduct a criminal history background investigation which is authorized under the Bingo Enabling Act, Chapter 2001. 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.
- A licensed authorized organization may apply for up to twelve (12) temporary licenses per annual license period.
- A temporary license may not be used to amend a current annual license to conduct Charitable Bingo.
- The \$25.00 license fee must be paid prior to or at the time the application is submitted. If you apply for more than one license on this application, remember to submit the \$25.00 license fee for each license.
- Your license fee should be paid from your Bingo Bank Account. All payments must be made payable to the **State Comptroller**.
- This application must have two different signatures, one by an officer of the organization and one by the primary operator.

SPECIFIC INSTRUCTIONS

Section 1

This section should be completed by a licensed organization requesting a temporary license to conduct Charitable Bingo as a one-day temporary occasion at the same location and with the same primary operator as reflected on their annual license.

Item 1 – Enter the eleven-digit taxpayer number as it appears on your annual license to conduct Charitable Bingo.

Item 2 – Enter the name of the authorized organization as it appears on your annual license to conduct Charitable Bingo.

Item 3 – Enter the name, daytime telephone number, fax number and e-mail address of the individual responsible for the completion of the application.

NOTE: Your temporary license(s) will be mailed to the address currently listed on your bingo record.

Item 4 – The temporary license fee is \$25.00 for each license applied for and should be paid from the Bingo Bank Account, unless a fee credit exists. Mark the checkbox corresponding to the method of payment. Failure to submit the appropriate fee will delay the processing of your application.

Item 5 – The Affidavit of Responsibility must be signed by an officer of the organization and the primary operator. The individuals signing the affidavit must be listed on the organization's bingo record with the titles for which they are signing. **Note:** For religious societies the priest, pastor, rabbi or other "head of church" must be listed on the bingo record as an officer if signing as one.

Item 6 – Enter the date(s) of the requested temporary bingo occasion(s). The application for the temporary license must be received at least seven (7) working days prior to the scheduled event(s).

Item 7 -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 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. **NOTE:** Please make sure that the date(s) entered in Item 6 correspond with the day(s) entered in Item 7. Conflicting information will delay the processing of your application. See the Bingo Enabling Act, Section 2001.419, for additional information regarding the frequency and times of occasions.

SPECIFIC INSTRUCTIONS

Section 2

This section should be completed by a licensed authorized organization requesting a temporary license to conduct Charitable Bingo as a one-day temporary occasion at a location different than the one reflected on their annual license or with a different primary operator.

Item 1 - Enter the eleven-digit taxpayer number as it appears on your annual license to conduct Charitable Bingo.

Item 2 - Enter the name of the authorized organization as it appears on your annual license to conduct Charitable Bingo.

Item 3 - Enter the authorized organization's name, daytime telephone number, fax number, and e-mail address of the individual responsible for the completion of the application. **NOTE: Your temporary license(s) will be mailed to the address currently listed on your bingo record.**

Item 4 - Enter the name, physical address and phone number of the hall/location where the temporary game(s) will be conducted, if different from your annual license. This address must be a physical address and cannot include a P.O. Box or Rural Route. **Do not leave this item blank. If you are not changing the playing location, enter "NA" for this item.**

Item 5 - Indicate if the location entered in Item 4 is inside the city limits.

Item 6 - Indicate if the location entered in Item 4 is in the same county as the authorized organization's primary business office address where business records are maintained. If "NO," the temporary license cannot be issued.

(Continued on reverse)

Item 7 - Indicate how the location in Item 4 is controlled by the organization. If the location is not owned by the organization, the "LEASE" box must be checked. Use of facilities free of charge would be considered leasing if the playing location is not owned by the organization.

Item 8 - Enter the maximum seating capacity for bingo at the proposed location.

Item 9 - Enter the date(s) of the requested temporary bingo occasion(s). The application for the temporary license must be received at least seven (7) working days prior to the first scheduled event.

Item 10 - 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 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. **NOTE:** Please make sure that the date(s) entered in Item 9 correspond with the day(s) entered in Item 10. Conflicting information will delay the processing of your application. See the Bingo Enabling Act, Section 2001.419, for additional information regarding the frequency and times of occasions.

Item 11 - Enter the name and eleven-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.

Item 12 - Enter the amount of lease or rent per bingo occasion to be paid to the lessor. The amount may not exceed \$600 per occasion and must include all expenses paid to the lessor. Do not leave this item blank. If there is no charge, enter "zero" or "0". **NOTE:** Section 2001.405 of the Bingo Enabling Act prohibits lease payments from being based on attendance per game or the gross receipts from the conduct of bingo.

Item 13 - Enter the name of the active member of the organization who will serve as the primary operator for the temporary bingo game(s). This is a non-paid position and the individual must be listed on the Worker Registry. This individual serves as the supervisor of the bingo operation and is responsible for all Charitable Bingo activities on behalf of the licensed organization. **Do not leave this item blank. If you are not changing your primary operator, enter "NA" to this item.**

Item 14 - The temporary license fee is \$25.00 for each license. Indicate how the license will be paid by selecting the appropriate box. If you are submitting payment with the application, the check should be paid from the Bingo Bank Account. Failure to submit the appropriate license fee will delay the processing of your application.

Item 15 - Indicate if a license to conduct Charitable Bingo is currently held at the playing location named in Item 4 or has been held there in the past. If "YES," proceed to Item 17. If "NO," proceed to Item 16.

Item 16 - This item should be completed by the county clerk or city secretary, as applicable, to determine that the proposed playing location named in Item 4 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 17 - The Affidavit of Responsibility must be signed by an officer of the organization and the primary operator. The individuals signing the affidavit must be listed on the organization's bingo record with the titles for which they are signing. **Note:** For religious societies the priest, pastor, rabbi or other "head of church" must be listed on the bingo record as an officer if signing as one.

CHECKLIST

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.

Section 1 should be completed by licensed authorized organizations that want to hold a temporary game on a different day or time than is indicated on their current license to conduct Charitable Bingo.

Section 2 should be completed by licensed authorized organizations that want to hold a temporary game at a different location or with a different primary operator than is indicated on their current license to conduct Charitable Bingo.

License Fee. The appropriate license fee must be paid prior to or at the time the application is submitted.

Signatures. The primary operator and an officer (other than the primary operator) of the organization must sign this application. Individuals signing the application must have passed a criminal history background investigation.

Reports, Prize Fees and Charitable Distributions. All required quarterly reports must be filed, all prize fees, penalty, and/or interest paid and all required charitable distributions made.

Filing Deadline. Must be received at least seven (7) working days prior to your scheduled event.

Schedule X. Submit if you want your license sent by an express mail service.

Certification. Submit if your organization will be conducting Charitable Bingo at a location that has not previously held a licensed bingo occasion. You must complete the *Certification for License to Conduct Bingo*.

APPLICATION SUBMISSION:

Please submit your completed application and the appropriate license fee to:

For mail:

Charitable Bingo Operations Division
Texas Lottery Commission
PO Box 16630
Austin, TX 78761-6630

For delivery:

Charitable Bingo Operations Division
Texas Lottery Commission
611 E. 6th Street
Austin, TX 78701

Via Fax:

(512) 344-5142

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

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