



## Charitable Bingo Operations Division

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

B-AP-117-T (A) (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 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 (2) sections. You need only complete the section that applies to your organization.

**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. The playing location for the temporary games 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 than is indicated on their current annual 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 return the instructions or checklist with your completed application.
- 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.
- 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 twenty-four (24) temporary licenses per 12 months of their regular 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 the Bingo Chairperson and one by an operator of the organization.

### 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 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** – Enter the date(s) of the temporary bingo occasion(s), day of the week and time the bingo occasion(s) will be played. 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.

**Item 5** – 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 6** – The Certification of Responsibility must 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. If the Bingo Chairperson is unavailable, another officer may sign the Certification of Responsibility in lieu of the Bingo Chairperson. Two different persons must sign this form.

### 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.

**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 other contact information for 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.

**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.

**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 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 date(s) of the requested temporary bingo occasion(s). The application for the temporary license must be received at least seven (7) calendar 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** – 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 12** – 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 14. If "NO," proceed to Item 13.

**Item 13** – 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 14** – The Certification of Responsibility must 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. If the Bingo Chairperson is unavailable, another officer may sign the Certification of Responsibility in lieu of the Bingo Chairperson. Two different persons must sign this form.

#### **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)**

via fax:

**1-512-344-5142**

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

## **CHECKLIST**

### **REQUIRED FORMS AND PAPERWORK TO INCLUDE AS PART OF YOUR APPLICATION:**

Please ensure that all of the following forms, fees and documents are submitted when applying for an original license to conduct bingo:

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.
  - **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 than is indicated on their current license to conduct Charitable Bingo.
2. **License Fee** – The appropriate license fee must be paid prior to or at the time the application is submitted.
3. **Signatures** – The operator and Bingo Chairperson (other than the operator) of the organization must sign this application. Individuals signing the application must have passed a criminal history background investigation.
4. **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.
5. **Filing Deadline** – Must be received at least seven (7) working days prior to your scheduled event.