

A Message from LaDonna Castañuela  
Director, Charitable Bingo Operations Division (CBOD)

RE: Temporary License Applications filed through the Bingo Service Portal (BSP)

As a result of numerous discussions with Bingo Advisory Committee members and CBOD staff familiar with temporary license application procedures in the Bingo Service Portal (BSP) and a review of legal requirements, CBOD has changed the list of persons allowed to file applications for temporary licenses.

Please note the following change is effective for applications for temporary licenses—including FORMID 16, 17, and 18—*only if the application is submitted through BSP*. There are no changes for temporary license applications received through mail, email, fax, or any other method.

Effective immediately, BSP applications for temporary licenses will be accepted from any of the following persons:

- the bingo chairperson,
- a director,
- an officer,
- a designated director,
- an operator
- a designated operator,
- a bookkeeper, or
- an authorized representative.

BSP will continue to send an automated email notice to the bingo chairperson any time a temporary license application is filed through BSP.

If you have any questions about the information in this message, please call 1-800-BINGO-77 (1-800-246-4677) or send email to [Bingo.Services@lottery.state.tx.us](mailto:Bingo.Services@lottery.state.tx.us).