



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
DEPARTMENT OF STATE  
DIVISION OF PROFESSIONAL REGULATION  
BOARD OF CHARITABLE GAMING

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: DPR.DELAWARE.GOV

### RAFFLE PERMIT APPLICATION

1. Is your organization a Volunteer Fire Company, a Veterans' Organization, a Religious or Charitable Organization, or a Fraternal Society? Yes  No  If Yes, check the appropriate box:

- Volunteer Fire Company       Veterans Organization       Religious Organization
- Charitable Organization       Fraternal Society

Under Delaware law (Article II, Section 17B of the state Constitution), the Board of Charitable Gaming can license only volunteer Fire Companies, Veterans' Organizations, Religious or Charitable Organizations, or Fraternal Societies to conduct lotteries and the Companies, Organizations or Societies must operate in a manner so as to come within the provisions of Section 170 of the *Internal Revenue Code*.

2. Is this is your first application for a permit in Delaware? Yes  No

If Yes, you must submit copies of your

- IRS affirmation letter, and
- formation documents (e.g., articles of incorporation, constitution, by-laws, charter, etc.)

If No, your signature on this application certifies that the documents currently on file with this office have not changed.

3. Are you relying on a group exemption letter issued to your parent organization? Yes  No

If Yes, you must submit a

- letter from your parent organization (on its letterhead) specifically stating that your organization is properly affiliated and permitted to hold this event, and
- current copy of the parent organization's IRS group exemption letter.

If you do not have a letter from the IRS verifying your status as an *Internal Revenue Code* Section 170 tax-exempt organization, you may apply to the IRS for Section 170 non-profit tax exempt status. See [www.irs.gov](http://www.irs.gov).

Only bona fide active members will assist in the conduct of the games. They all are of good moral character and have never been convicted of a crime involving moral turpitude. A current listing of such members is being maintained at the organization's business office, in conformance with 28 *Del. C.*, §1132 (b) (2).

4. Legal Name of Organization: \_\_\_\_\_

The Organization's name should be the same as the one contained on its Internal Revenue Service Exempt Revenue Organization Affirmation (non-profit, tax-exempt) Letter and its formation documents (e.g., articles of incorporation, constitution, by-laws, charter, etc.).

5. DBA (Doing Business As) Name of the event's Sponsoring Organization (if different than Applicant name): \_\_\_\_\_

Sponsoring Organization is a defined term. See Title 24, *Delaware Administrative Code*, Regulation 402, Section 1.0.

6. How long has the Organization existed? \_\_\_\_\_

Article II, Section 17B of the state Constitution requires that the organization be in existence a minimum of two years.

7. Enter the **official mailing address** of the Organization:

Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

8. Select where you want the permit(s) sent (check one option):

- Organization's Official Mailing Address in Question 7.  
 Organization's Email. Enter email address: \_\_\_\_\_  
 Organization's Fax. Enter fax number: \_\_\_\_\_

Regardless of the delivery method selected, you are responsible for verifying that the delivery information provided is legible, complete and correct. You are also responsible for monitoring the delivery method you choose. For example, if you select email delivery, it is your responsibility to monitor the incoming email. Note that a "SPAM filter" may cause the email with the permit attached to go to a "SPAM" or "JUNK" folder.

9. Enter this information about the **physical location** where the Raffle drawing(s) is to be held:

Building Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

10. Will the event be held on the applicant's premises? Yes  No  If No, submit a letter from the premises owner (on owner's letterhead) or a copy of the lease or rental agreement.

11. Name of Record Keeper:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_ Suffix: \_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

12. Name of Member in Charge:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_ Suffix: \_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

13. Provide a full description of the prizes to be awarded and the actual or appraised value. Attach itemized listing (Exhibit A), and indicate dollar total amount here. \$ \_\_\_\_\_

14. State the purpose for which the funds generated from this event(s) will be used:

The purpose for which the funds will be used must be consistent with the promotion or achievement of the purposes of such Companies, Organizations, or Societies.

15. Date the drawing is to be held: \_\_\_\_\_

**Raffle drawings must conclude by 1:00 a.m.**

16. Minimum number of tickets to be sold: \_\_\_\_\_

17. Maximum number of tickets to be sold: \_\_\_\_\_

18. Cost of each raffle ticket: \_\_\_\_\_

19. Cost of raffle ticket bundles: \_\_\_\_\_

The Board will not process more than three (3) consecutive months of Raffle date drawings in order to ensure that the *Raffle After Occasion Reports* are being filed in a timely manner.

**Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:**

- **Completed, signed and notarized application form,**
- **Fee payment, and**
- **All required documentation.**

**AFFIDAVIT**

STATE OF DELAWARE

County of \_\_\_\_\_

Under penalties of perjury I do hereby state that all statements in the foregoing report are true and correct. If a license is granted, the undersigned will be responsible for the conduct of such game in accordance with the terms of this chapter, the license and the rules and regulations governing the conduct of such games.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Applicant's Signature

SWORN to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_

Notary Public (Seal)

Signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**IMPORTANT NOTICE**

You must enclose a check or money order for \$15 for each event. Make the check or money order payable to the "State of Delaware."



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**EXHIBIT A – RAFFLE PRIZES & VALUES**

List prizes offered and given and their value (28 Del. C. § 1140 (a) (6)). Use as many **Exhibit A** forms as needed to list all prizes.

The Qualified Organization must provide Internal Revenue Service form W2-G to the winners of prizes valued at \$600 or more and for prizes equal to or exceeding \$5000 the withholding of income taxes is also required.

Prize Number	Description of Prize	Prize Value
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
11.		\$
12.		\$
13.		\$
14.		\$
15.		\$
16.		\$