



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

APPLICATION FOR INSTANT BINGO PERMIT INSTRUCTION SHEET

Who Can Apply for an Instant Bingo Permit

Volunteer fire companies, veterans organizations, religious or charitable organizations, and fraternal societies that have been in existence a minimum of two years may apply for an Instant Bingo permit, provided:

- The net profits from instant bingo games are used solely for the achievement of the purposes of the organization as described in the organization's by-laws.
- At the time of application, the Internal Revenue Service (IRS) recognizes the organization as a charitable organization as described in Section 170 of the Internal Revenue Code.

Applying for an Instant Bingo Permit (*First-Time Applicants*)

- Enclose with your application and fee, documentation from the IRS *dated within the past 12 months*, showing proof of the following:

- Organization's legal name
- Physical Delaware address
- EIN or Federal ID Number
- 501(c) IRS Determination

These items may be included on one or separate documents from the IRS, but all documents must be dated within the past 12 months.

- Enclose a copy of your organization's formation documents, such as Articles of Incorporation, By-Laws, Constitution, Charter, etc. The documentation submitted must include your organization's purpose and/or mission statement.
- Enclose a letter on your organization's letterhead designating a Member-In-Charge of Instant Bingo. The letter must grant the Member-In-Charge the authority to submit Instant Bingo applications on behalf of the organization, and to be responsible for all permitted Instant Bingo games. The letter must be signed by an officer of the organization, dated and notarized.

Applying for an Instant Bingo Permit (*all applicants*)

- Submit a completed, signed and notarized [Application for Instant Bingo Permit](#).
- Enclose non-refundable [processing fee](#) by check or money order made payable to "State of Delaware."
- If you are relying on a group exemption letter issued to a national or parent organization, enclose the following:
- signed letter from the national or parent organization on its letterhead, specifically stating that your chapter is properly affiliated, **and**
 - current copy of the parent organization's IRS group exemption letter *dated within the past 12 months*
- If the proposed Instant Bingo games will be held at any location other than the organization's physical Delaware address, enclose:
- letter from the premises owner (on owner's letterhead) allowing your organization to hold its games, **or**
 - copy of your lease or rental agreement.

The Board reserves the right to accept or reject any application for the conduct of a function on specially leased or donated premises.

- If the Member-In-Charge has changed since your last application, enclose a letter on your organization's letterhead designating a new Member-In-Charge. The letter must grant the Member-In-Charge the authority to submit Instant Bingo applications on behalf of the organization, and to be responsible for all permitted Instant Bingo games. The letter must be signed by an officer of the organization, dated and notarized.

Application Review Process

The Board will review **only** applications that meet **all** of the following requirements:

- The application form must be complete, signed and notarized. As forms are subject to change at any time, be sure to *use the current form from the Board's [website](#) each time you apply for a gaming permit*. Obsolete forms will be rejected.
- Applications must be received by the Board office no later than 10 **business** days before the next scheduled Board meeting in order to be added to the Board's agenda.
- The application must be accompanied by the correct [fee](#). Applications without fees will be rejected.
- Applications must include all supporting documentation as listed on this Instruction Sheet.

Renewing an Instant Bingo Permit

Instant Bingo permits expire on June 30 of each year. The renewal fee is \$300.

Several weeks before your permit expiration date, a renewal notice will be mailed to you. This notice will explain how to access the online renewal application. To complete the online renewal application, you must use a debit or credit card to pay your renewal fee.

If you fail to renew your Instant Bingo license by June 30, your permit will lapse. You are not permitted to sell instant bingo tickets while the license is lapsed. You may renew a license until August 31 by submitting a renewal application and paying the renewal fee. The renewal application is available online. If the permit has not been renewed by August 31, you must reapply.



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APPLICATION FOR INSTANT BINGO PERMIT

ORGANIZATION INFORMATION

1. Organization is a (check one):

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

If your Organization does not qualify as any of the above types of charitable organizations, STOP. You are not qualified to hold Instant Bingo in the State of Delaware.

2. Is this your first application for an Instant Bingo permit in Delaware? Yes No

If yes, enclose:

- **documentation from the Internal Revenue Service (IRS) dated within the past 12 months, showing proof of the following:**
 - Organization's legal name
 - Delaware address
 - EIN or Federal ID Number
 - 501(c) IRS determination
- **copy of your organization's formation documents (e.g., Articles of Incorporation, Constitution, By-Laws, Charter, etc.), which states the organization's purpose and/or mission statement.**

3. Full Legal Name of Organization on File With the Internal Revenue Service (IRS): _____

4. Doing Business as (DBA), If Different Than Legal Name: _____

5. Organization's 501(c) Tax Determination (check one):

- 501(c)3 501(c)4 501(c)8 501(c)10 501(c)13 Other: _____

6. Organization's EIN or Federal ID Number: _____ - _____

7. Year Organization Established: _____

8. Are you relying on a group exemption letter issued to a national or parent organization? Yes No

If yes, submit:

- **letter from the national or parent organization on its letterhead, specifically stating that your chapter is properly affiliated, and**
- **current copy of the parent organization's IRS group exemption letter dated within the past 12 months**

ORGANIZATION CONTACT INFORMATION

9. Enter the **official address** of the Organization on file with the Internal Revenue Service (IRS):

Official Address: _____

City

State

Zip

10. Enter the **physical Delaware address** of the Organization, if different from the official address above:

Physical Delaware Address: _____
_____ Delaware _____
City State Zip

11. Organization's Telephone Number: (_____) _____

12. Organization's Fax Number: (_____) _____

13. Organization's Email Address: _____

14. Where should we mail your Instant Bingo permit, if approved? (Check one.)

- Organization's Official Address in Question 9
- Organization's Physical Delaware Address in Question 10

INSTANT BINGO INFORMATION

15. Will the games be held at the physical Delaware location in Question 10? Yes No **If yes, skip to Question 17. If no, submit a letter from the premises owner (on owner's letterhead) allowing your organization to hold its Instant Bingo games OR a copy of your lease or rental agreement, and continue with Question 16.**

16. Enter the information about the **physical location** where the Instant Bingo games are to be held:

Location Name: _____
Address: _____
_____ Delaware _____
City State Zip

17. State the purpose for which the funds generated from Instant Bingo games will be used:

18. Enter information about the Member-In-Charge:

Last Name: _____ First Name: _____ Middle Initial: ____ Suffix: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Work phone: _____ Home phone: _____
Cell phone: _____ E-mail: _____

If this is your first Instant Bingo application OR if the Member-In-Charge has changed since your last application, submit a letter on your organization's letterhead designating the Member-In-Charge indicated above. The letter must grant the Member-In-Charge the authority to submit Instant Bingo applications on behalf of the organization and to be responsible for all permitted Instant Bingo games. The letter must be signed by an officer of the organization, dated and notarized.

To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:15 p.m. ten (10) full working days (excluding State and Federal Holidays) before the meeting date:

- **Completed, signed and notarized application form**
- **Fee payment for all events listed**
- **All other required documentation**

AFFIDAVIT

STATE OF DELAWARE

County of _____

Under penalties of perjury I do hereby attest that all statements in the foregoing application are true and correct. I affirm that I will be responsible for the conduct of permitted games in accordance with State Law and Rules and Regulations governing the conduct of such games.

Printed Name of Member-In-Charge (see Question 18)

Signature of Member-In-Charge

SWORN to and subscribed before me this _____ day of _____ 20_____

Notary Public (Seal)

Signature: _____

My Commission Expires: _____