



**BOROUGH OF RINGWOOD**  
**Borough Clerk's Office**  
**(973) 475-7102**

**PROCEDURES FOR OBTAINING A RAFFLE LICENSE**

1. Any organization applying for a Raffle License must have a valid identification number/registration certificate which is issued by the State of New Jersey, Legalized Games of Chance Control Commission (LGCCC) – (973) 273-8000.
2. Filing – License applications shall be filed in triplicate (all three (3) copies must have at least two (2) original signatures and be notarized) with the Municipal Clerk and the registration Certificate must be provided with each application. **An officer from Part F must sign** the application and a **member-in-charge from Part G must also sign** the application.

Once the application is approved, the Borough Clerk sends the application to Legalized Games of Chance Control Commission. The Borough Clerk cannot issue the Raffle License for a minimum of fourteen (14) days. This time is given to allow for LGCCC to review the raffle application. This also means that organizations cannot have tickets printed for at least two (2) weeks.

3. Contents of the ticket – **Off Premise Raffles** (selling tickets prior to the date of the raffle). Whenever a licensee shall submit an application to the Borough Clerk, a sample ticket form must accompany the application.
  - a) Name and identification number of the qualified organization and number of the license issued for the occasion.
  - b) Place where the occasion will be held along with the date and time.
  - c) A list of the prizes and the retail value for each.
  - d) The number of the ticket.
  - e) Price of the ticket.
  - f) The purpose to which the entire net proceeds will be devoted.
  - g) The statement: "No substitution of the offered prizes may be made and no cash will be given in lieu of the prize."
  - h) The presence of the holder of a ticket shall not be required in order to win unless the ticket bears the statement: NOT VALID UNLESS HOLDER IS PRESENT AT THE TIME OF DRAWING."
  - i) The stub of each ticket shall bear the name and address of the holder, the number of the ticket, the raffle license number issued for the occasion and the identification number of the organization.

4. **Off Premise 50/50 Cash Raffle** – same as above except for Item “c” shall read the statement: “This is a 50/50 Cash Raffle and the winner will receive 50% of the amount received for all tickets or rights to participate.”

If the prize pool is to be divided among multiple winners, the ticket must indicate the percentage of the prize pool that each winner will receive.

5. Fees due to LGCCC and the Borough of Ringwood

a) Off-Premise Raffle

\$20.00 for each \$1,000.00 or part thereof of the retail value of the prize (i.e. a raffle with the total amount of prizes being \$2,559.00 would pay LGCCC \$60.00 and the Borough \$60.00). Fees are due at the time the application is filed with the Borough Clerk.

b) Off-Premise 50/50 Raffle

- \$20.00 fee shall be paid to LGCCC and \$20.00 to the Borough of Ringwood at the time the application is filed. In the event that the awarded prize exceeds \$1,000.00, then an additional fee of \$20.00 per thousand or part thereof in value of the awarded prize shall be forwarded to LGCCC together with the Raffle Report of Operations form.

c) On-Premise Raffle (a raffle conducted in which all tickets are sold only at the event and not prior to the event).

- \$20.00 to LGCCC and \$20.00 to the Borough of Ringwood for each day a drawing is to be held.

**Two separate checks are needed: one payable to Legalized Games of Chance Control Commission and one payable to the Borough of Ringwood.**

6. Prohibited Prizes

- a) No license shall offer any prize of real estate or an interest therein, bonds, stocks, securities, weapons, live animals, personal or professional services, foreign or domestic coins or any other merchandise refundable in any of the foregoing or in money or cash.
- b) No prize consisting of cash or money may be offered or awarded except in the case of a 50/50 Cash Raffle.

7. Raffle Report of Operations – the Report of Operations shall be on a form provided by the LGCCC. The Report shall contain the following information:

- a) Gross receipts derived from each game.
- b) Expenses incurred or paid and a description of the merchandise purchased or the services rendered therefore.
- c) Net profit from each game and the uses to which the net profit has been or will be applied.
- d) A list of the prizes offered or given and their respective values.
- e) The licensee shall file one copy of the report with the LGCCC no later than the 15<sup>th</sup> day of the calendar month immediately following the calendar month in which the licenses activity was held.
- f) Off-Premise Raffle licensees shall secure from the printer of tickets a certificate showing:
  - The number of tickets printed
  - The first and last numbers used
  - That the tickets were consecutively numbered
  - A sample of the actual ticket





**Part E - Officers of Applicant**

Office	Name of officer	Residence address	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Part F - Members of Applicant who will be in charge of the games**

Name of member in charge	Residence address	Telephone No. <small>(include area code)</small>	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Part G - Members of Applicant who will assist in conducting the games**

Name of member	Residence address	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Part H - Names of other organizations whose members will assist in conducting the games**

Name and address of organization	How related	Identification No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

**If more space is needed in any section of this application, insert extra sheets of paper.**

**Part 1 - Statement of Applicant and member(s) in charge**

State of New Jersey  
County of \_\_\_\_\_ } ss.

We do hereby each make the following statement, under oath, with respect to the foregoing application:

- 1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Raffles Licensing Law.
- 2. Prior to the issuance of any license to it to conduct games of chance, the applicant was actively engaged in serving one or more "authorized purposes."
- 3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
- 4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
- 5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Raffles Licensing Law and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
- 6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games, except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, as well as the compensation for the Licensed Compensated Workers pursuant to N.J.A.C. 13:47-6A. No prize may be offered and given in cash, except as otherwise provided by the Raffles Licensing Law (N.J.S.A. 5:8-50 et seq.). If a cash prize under certain circumstances is permitted by the law, the amount of the cash prize may not exceed the limits prescribed by the Raffles Licensing Law.
- 7. All statements in the foregoing application are true.

Sworn and subscribed to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public (Print name)  
\_\_\_\_\_  
Signature of Notary Public



\_\_\_\_\_  
Signature of Officer and Title

\_\_\_\_\_  
Member in Charge

\_\_\_\_\_  
Member in Charge

\_\_\_\_\_  
Member in Charge

\_\_\_\_\_  
Member in Charge

**If more space is needed in any section of this application, insert extra sheets of paper.**

**Applicant's registration slip from the *Legalized Games of Chance Control Commission* must be presented to the Municipal Clerk with this application.**

# Sample Ticket

## Off Premises Merchandise Raffle

**N.J.A.C. 13:47-8.7**

Stub	Ticket
<p style="text-align: center;">Name _____</p> <p style="text-align: center;">Address _____</p> <p style="text-align: center;">City _____</p> <p style="text-align: center;">State _____</p> <p style="text-align: center;">ZIP code _____</p> <p style="text-align: center;">Telephone Number _____</p> <p style="text-align: center;">NJ LGCCC Identification # _____</p> <p style="text-align: center;">Municipal RL # _____</p>	<p style="text-align: center;">NJ LGCCC Identification # _____</p> <p style="text-align: center;">Municipal RL # _____</p> <p style="text-align: center;">Name of Organization _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">List of Prizes _____</p> <p style="text-align: center;">Retail Values _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Location of Drawing _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date of Drawing _____</p> <p style="text-align: center;">Time of Drawing _____</p> <p style="text-align: center;">Purpose to which entire proceeds will be devoted            "No substitution of the offered prize may be made            and no cash will be given in lieu of the prize."</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Price of Ticket _____</p> <p style="text-align: center;">Ticket # _____</p>

This illustration is provided for your convenience. While the form of the ticket may vary, the information listed above must be contained on your printed ticket. If you require assistance with your ticket, please contact the office of Legalized Games of Chance Control Commission at (973) 273-8000. This sample ticket must be attached to the Application for Municipal Raffle License and submitted to the municipality.

# Sample Ticket

## Off Premises Raffle Awarding Cash

### N.J.A.C. 13:47-8.8

Stub	Ticket
<p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>State _____</p> <p>ZIP code _____</p> <p>Telephone Number _____</p> <p>NJ LGCCC Identification # _____</p> <p>Municipal RL # _____</p>	<p>NJ LGCCC Identification # _____</p> <p>Municipal RL # _____</p> <p>Name of Organization _____</p> <p style="text-align: center;"><b>50/50</b></p> <p style="text-align: center;">This is a 50/50 cash raffle and the winner will receive 50% of the amount received for all tickets or rights to participate</p> <p>Location of Drawing _____</p> <p>Date of Drawing _____</p> <p>Time of Drawing _____</p> <p>Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made." _____</p> <p>Price of Ticket _____</p> <p>Ticket # _____</p>

This illustration is provided for your convenience. While the form of the ticket may vary, the information listed above must be contained on your printed ticket. If you require assistance with your ticket, please contact the office of Legalized Games of Chance Control Commission at (973) 273-8000. This sample ticket must be attached to the Application for Municipal Raffle License and submitted to the municipality.



**New Jersey Office of Attorney General**  
 Division of Consumer Affairs  
 Legalized Games of Chance Control Commission  
 124 Halsey Street, 6th Floor, P.O. Box 46000  
 Newark, New Jersey 07101  
 (973) 273-8000

## Raffle Report of Operations

**Please print clearly.**

Identification number \_\_\_\_\_

Municipality \_\_\_\_\_ License number \_\_\_\_\_

Name of licensee \_\_\_\_\_

Organization \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP code \_\_\_\_\_

Location of games \_\_\_\_\_

This report, as required by N.J.S.A. 5:8-37 and N.J.A.C. 13:47-9, must be filed with the Legalized Games of Chance Control Commission no later than the 15th day of the month following the conduct of the game(s) of chance.

**Occasion 1**    Date \_\_\_\_\_ Time \_\_\_\_\_ Type of raffle \_\_\_\_\_

1. Number of tickets sold	_____	4. Cost of prizes	\$ _____	Type of prize(s)	_____
2. Ticket price	\$ _____	5. Supplies/Equipment cost	\$ _____		
3. Gross receipts	\$ _____	6. Other expenses	\$ _____		
		7. Total expenses	\$ _____	8. Net proceeds	\$ _____

**Occasion 2**    Date \_\_\_\_\_ Time \_\_\_\_\_ Type of raffle \_\_\_\_\_

1. Number of tickets sold	_____	4. Cost of prizes	\$ _____	Type of prize(s)	_____
2. Ticket price	\$ _____	5. Supplies/Equipment cost	\$ _____		
3. Gross receipts	\$ _____	6. Other expenses	\$ _____		
		7. Total expenses	\$ _____	8. Net proceeds	\$ _____

**Occasion 3**    Date \_\_\_\_\_ Time \_\_\_\_\_ Type of raffle \_\_\_\_\_

1. Number of tickets sold	_____	4. Cost of prizes	\$ _____	Type of prize(s)	_____
2. Ticket price	\$ _____	5. Supplies/Equipment cost	\$ _____		
3. Gross receipts	\$ _____	6. Other expenses	\$ _____		
		7. Total expenses	\$ _____	8. Net proceeds	\$ _____

**Occasion 4**    Date \_\_\_\_\_ Time \_\_\_\_\_ Type of raffle \_\_\_\_\_

1. Number of tickets sold	_____	4. Cost of prizes	\$ _____	Type of prize(s)	_____
2. Ticket price	\$ _____	5. Supplies/Equipment cost	\$ _____		
3. Gross receipts	\$ _____	6. Other expenses	\$ _____		
		7. Total expenses	\$ _____	8. Net proceeds	\$ _____







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124 Halsey Street, 6th Floor, P.O. Box 46000  
Newark, New Jersey 07101  
(973) 273-8000

## **Instructions for Filing the Raffle Report of Operations**

Pursuant to N.J.A.C. 13:47-9.1, licensees must file a report of operations with the Legalized Games of Chance Control Commission ("Commission") no later than the 15th day of the calendar month immediately following the calendar month in which the licensed activity was held, operated or conducted.

You may download this report and complete ALL of the entries for each occasion(s) relating to the conduct of all raffles, except for instant raffle games and carnival games and wheels. Once completed, a member/officer shall certify that he/she has reviewed the report and that the information provided is true, accurate and complete. This will require the person to state their name and title, and sign the document before a notary public.

Raffle Report of Operations for the conduct of off-premises 50/50 or merchandise raffles must be submitted along with a printer's certificate and a sample ticket. All reports on paper are to be mailed to the Legalized Games of Chance Control Commission, P.O. Box 46000, Newark, New Jersey 07101.

However, for your convenience, we offer the ability to file reports electronically via e-mail, EXCEPT FOR OFF-PREMISES 50/50 RAFFLES INVOLVING ADDITIONAL FEES. To employ this option, you must do a "SAVE AS" of the report, and place it onto your personal computer. Complete the report by using the "TAB" key to maneuver through each field.

Upon completion, the member/officer shall certify by placing a check in the box provided, that he/she has reviewed the report and that the information provided is true, accurate and complete. Subsequently, the person must state his/her name and title. Reports that are not properly certified will be sent or e-mailed back.

Raffle Report of Operations completed online must be e-mailed to the Commission at [PetermanA@dca.lps.state.nj.us](mailto:PetermanA@dca.lps.state.nj.us).

It is recommended that you maintain a copy of all reports as part of the organization's records.