



IDAHO LOTTERY ENFORCEMENT DIVISION

Instructions for Renewing Your Organization's Charitable Gaming License

Listed below are the forms required to renew your organization's Charitable Gaming License. Please use this checklist to ensure that your renewal application is complete. A license will not be issued unless all forms have been received, verified and approved. **Please allow a minimum of 30 days for the processing of your renewal application.** A penalty in the amount of \$50.00 will be charged for renewal applications received after the expiration date of the license.

- ☐ **Charitable Gaming Renewal Application** (three pages)
- ☐ **Charity and/or Non-Profit to Receive Funds Form**
Every organization applying for a Charitable Gaming License must state for what purpose the funds raised by bingo and/or raffles will be used. For example, if the funds raised will be donated to another charitable organization(s), list that organization(s). If the funds raised will remain with your organization, list your organization on the form.
- ☐ **Idaho State Police Background Check Form.**
We require Criminal Background Checks every year. We have included one (1) copy of the Criminal Background Check form in this packet. Please make additional copies as needed.

A Criminal Background Check form must be completed by: **1) President or Chairman, 2) Treasurer (CFO), and 3) the individual(s) who are *DIRECTLY* responsible for the fundraising activities.**
- ☐ A check for the amount of the license fee payable to Idaho Lottery must accompany the application. The required license fee is based on the organization's gross revenue from bingo and/or raffles during the previous year. The fee schedule is as follows:

Less than \$25,000.....	\$100.00
\$25,000 to \$75,000.....	\$200.00
Over \$75,000.....	\$300.00
- ☐ **Mail to:** Idaho Lottery
Attn: Angie Vitek
P.O. Box 6537
Boise, ID 83707

Please contact Angie Vitek, Charitable Gaming Coordinator, Idaho Lottery Enforcement Division if you have any questions or need assistance with the application process.

Phone: (208) 334-2277

Email: avitek@lottery.idaho.gov



IDAHO LOTTERY ENFORCEMENT DIVISION

FOR LOTTERY USE ONLY

License Number:

Expiration Date:

CHARITABLE GAMING RENEWAL APPLICATION

Instructions: Please allow two weeks for processing. If the application is incomplete, it will be returned.

1. Name of organization (please type or print)				2. Daytime telephone number			
3. Federal identification number (FID)				4. Email address			
5. Address of principal office (number and street required)				6. Mailing Address (if applicable)			
City	State	Zip	County	City	State	Zip	Counny
Contact name		Title		Contact's daytime telephone number			

7. Name and address of current officers/directors (attach additional sheets if necessary)

Full Name & Title held in organization	Home Address	Date of Birth	Social Security and Drivers License Numbers	Telephone Numbers
A			SSN:	H:
			DL:	W:
B			SSN:	H:
			DL:	W:
C			SSN:	H:
			DL:	W:
D			SSN:	H:
			DL:	W:
E			SSN:	H:
			DL:	W:
F			SSN:	H:
			DL:	W:

7. Have any officers/directors listed in #7 above, or on any attachments, been convicted of a felony or misdemeanor within the past ten (10) years in any jurisdiction? ☐ YES ☐ NO

If Yes, in the space below list individual's name and a detailed description of the offense(s), i.e. where, when, charge(s). Attach additional sheets if more space is needed.

9. Type of License for which organization is applying:

☐ RAFFLE

For Raffle only, complete #11

☐ BINGO

For Bingo only, complete #12

☐ RAFFLE and BINGO

For Bingo & Raffle, complete #11 & #12

10. List the physical location where your organization's charitable gaming finanacial records will be maintained?

Address		
City	State	Zip

11. RAFFLE

Complete this section if your organization is applying for a license to conduct Raffles or both Bingo & Raffles.

(If the organization is applying for a license to conduct Bingo only, skip to #12)

A. List the person(s) from within your organization who will be responsible for managing raffle operations

Full Legal Name	Home Address (number and street, city, state, zip code)	Title	Home Phone Number

B. RAFFLE DETAILS

Date Ticket Sales Begin: _____ Date Ticket Sales End: _____

Date Drawing to be Held: _____

Address Drawing to be Held: _____

List Prizes to be Raffled: _____

Attach separate sheet for raffle information if more space is needed.

C. CERTIFICATION OF PRIZE OWNERSHIP

We certify that the organization named above as the applicant is the legal owner of all the prizes being offered in our raffle(s).

(Certification must be signed by an authorized officer of the organization)

Signed: _____ Date: _____

Title (officer): _____

12. BINGO

Complete this section if your organization is applying for a license to conduct Bingos or both Bingo & Raffles.

A. List the person(s) from within your organization who will be responsible for managing bingo operations

Full Legal Name	Home Address (number and street, city, state, zip code)	Title	Home Phone Number

B. BINGO SESSIONS

Bingo will be held on the following days: (Note: Idaho Code allows each licensed organization to conduct no more than three bingo sessions per week)

- ☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday

Hours

- ☐ Friday
☐ Saturday
☐ Sunday

Hours

C. List the organization's separate and segregated charity bingo checking account information

Account	Name of Bank	Address (number & street)	City	State	Zip	Account Number
Charitable Bingo						
Names of Authorized Signers:						
1.	2.	3.				

D. List the manufacturer(s) and/or distributor(s) from whom you intend to purchase bingo supplies

Name	Address (number & street)	City	State	Zip	Items

E. Does your organization own bingo equipment or devices? ☐ Yes ☐ No

If yes, list the distributor/manufacturer's name, date of purchase, purchase price and type of equipment purchased.

Name of distributor/manufacturer	Date of Purchase	Purchase Price	Type of Equipment

CERTIFICATION

**Note: Must be filled out and signed by an authorized officer of the organization.*

I, _____, as the _____
Name Title (office held)

acknowledge, understand and agree that by applying for and accepting any Charitable Gaming license renewal from the Idaho State Lottery Commission, I am certifying to the Commission that:

1. Under the penalty of perjury, that there are no misrepresentations or falsifications in the information stated in this application. (Note: Under Idaho Code 67-7425, it is a felony to willfully omit disclosure or provide false information.)
2. I have read Idaho Code Title 67, Chapter 77 Bingo and Raffles ("Statute") which can be accessed at <http://www.legislature.idaho.gov/idstat/Title67/T67CH77.htm> and IDAPA 52.01.02 Administrative Rules ("Rules") which can be accessed at <http://adm.idaho.gov/adminrules/rules/idapa52/0102.pdf> and I understand the requirements of the Statute and Rules. (Note: If you do not have access to the internet please contact the Charitable Gaming Coordinator at 208-334-2277 and a copy of the Statute and rules will be provided.)
3. I understand and agree that the operation of bingo sessions or games or charitable raffles shall be the direct responsibility of, and controlled by, the governing body of the organization as listed on the application
4. I am signing this Certification with the knowledge that the Licensee will be subject to disciplinary action, including civil penalties and/or revocation or suspension of the License, for failure to comply with the Statute or Rules.

Name of Organization:	
Printed Full Legal Name (Last, First, Middle)	
Signature (Must be notarized by notary public)	Date:

State of _____)

County of _____)

Subscribed and sworn to before me by _____ this _____ day of _____, _____

My commission expires: _____

Notary Public

(SEAL)

Mail completed application to:
Idaho Lottery Enforcement Division
P.O. Box 6537, Boise, ID 83707-9246



IDAHO STATE POLICE
BUREAU OF CRIMINAL IDENTIFICATION
NAME BASED CRIMINAL BACKGROUND CHECK FORM
of the Idaho Central Repository of Criminal History Records
Conducted for the Idaho Lottery




*Please print clearly in blue or black ink only. **Illegible forms will be returned for clarification.***

Incomplete forms will be returned unprocessed.

REQUEST			
Please provide an Idaho Criminal History on the individual named below.			
Last Name	First Name	Middle Name	
Alias Names (Include Maiden/prior Married Names) Please provide both first and last name.			
Date of Birth (mm/dd/yyyy)	Social Security Number (optional)		Sex Race
Address	City	State	Zip
WAIVER Idaho law does not require a waiver. However, without a signed waiver from the subject of the record, any arrest more than 12 months old, without a disposition, cannot be given to a non-criminal justice agency. Any waiver other than this waiver will not be accepted. I hereby give permission for the requester, named below, to receive any information maintained by the Idaho Bureau of Criminal Identification concerning myself. Signature _____ Date _____ <i>This signature on the waiver must be within 180 days of the name check submission.</i>			

TO BE COMPLETED BY IDAHO LOTTERY

Incomplete forms will be returned unprocessed.

Requesting Person or Company IDAHO LOTTERY PLEASE BILL BCI0059	Address of Requester (Results will be mailed to this address) Street <u>1199 SHORELINE LANE, SUITE 100</u> City, State & Zip Code <u>BOISE, ID 83702</u>	
Printed Name of Requester (Print Legibly) Tony Pittz	Signature of Requester 	Phone Number of Requester 208-334-2277

General Information:

Idaho law does not require a person to give consent. However, without a signed release from the subject of record, any arrest more than 12 months old, without a disposition, cannot be given to a non-criminal justice agency. **Results of a Name Based Criminal Background check cannot be notarized.**

Criminal history record information furnished as a result of a non-fingerprint based computerized search is based solely on a search of identifiers provided in the request. Be aware it is not uncommon for criminal offenders to use alias names and false dates of birth, which would adversely affect the completeness and accuracy of a non-fingerprint based search of the Idaho Central Repository of Criminal History Records. No other state or federal agency records can be searched under current law. The bureau does not telephone or fax responses. Please allow ample time for processing this request. Requests are processed on a first come basis.

The records maintained by the Idaho Bureau of Criminal Identification (BCI) are based upon the felony and serious misdemeanor arrests reported to BCI from other Idaho criminal justice agencies. If a person disputes the accuracy of information obtained, that person may challenge the information by writing to the address on this form.

Idaho code 67-3008 (6) states, "A person or private agency or public agency, other than the department, shall not disseminate criminal history record information obtained from the department to a person or agency that is not a criminal justice agency or court without a signed release of the subject of record unless otherwise provided by law.

Return Completed form to:
Idaho Lottery Enforcement Division
PO Box 6537
Boise, ID 83707

Checks conducted for the Idaho Lottery by:
Bureau of Criminal Identification
Idaho State Police
Meridian, ID

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Charity and/or Non-Profit To Receive Funds

[illegible]