



**11**

As the Executive Officer or Secretary of the Eligible Organization I certify, under penalties of perjury and falsification found in 18 Pa. C.S.A. §4901 **et seq.** that:

- a. No person under 18 years of age, or 21 years of age in the case of an eligible organization holding a liquor license, shall be permitted to operate or play games of chance; and
- b. No person who will manage, set up, supervise, or participate in the operation of games of chance has been convicted of a felony, a violation of the Act of July 10, 1981 (P.L. 214, No. 67), known as the Bingo Law, or the Act of December 19, 1988 (P.L. 1262, No. 156), known as the Local Option Small Games of Chance Act; and
- c. The facility in which the games are to be played has adequate means of ingress and egress and adequate sanitary facilities available in the area and meets all Department of Health and other local or federal sanitary requirements; and
- d. The eligible organization is the owner of the premises upon which the games of chance are played; or if it is not, the organization is not leasing such premises from the owner under an oral agreement, nor is it leasing such premises from the owner under a written agreement as a rental which is determined by the amount of receipts realized from the playing of games of chance or by the number of people attending; except for a banquet where a per head charge is in connection with the serving of a meal.
- e. The Organization has not been convicted of a violation of the Act of December 19, 1988 (P.L. 1262, No. 156) known as the Local Option Small Games of Chance Act; and
- f. That I have examined this application, including accompanying schedules and statements, and to the best of my knowledge and belief, all information provided is true, correct and accurate.

Signature of Officer Preparing Application	Title	Date
Print Name	Driver's License Number and State	Telephone Number ( )

**12**

**COMMONWEALTH OF PENNSYLVANIA**

**COUNTY OF LANCASTER**

before me this day personally appeared \_\_\_\_\_ who, being duly sworn according to law, deposes and says that the statements contained in the foregoing application are true and correct.

Subscribed and sworn to before me this date: \_\_\_\_\_  
Month Day Year

(SEAL)

\_\_\_\_\_  
Notary Signature My commission expires on \_\_\_\_\_

**FALSE OR FRAUDULENT APPLICATION IS PUNISHABLE BY A FINE OF \$1,000.00 OR IMPRISONMENT FOR ONE YEAR OR BOTH.**

**THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE APPLICATION** (use 8 1/2 " x 11" sheets where possible).

1. Check, cashier's check or money order in the amount of the total application fee payable to the Licensing Authority annotated on page 1 of this application,
2. Schedule Sheet (page 3 of this application).
3. Copy of corporate applicant's Articles of Incorporation and Bylaws; or, if not a corporation, a copy of any Bylaws and other documents which set out the organizational structure and purpose of the organization.
4. A copy of the applicant's Internal Revenue Service tax exemption approval letter, if one has been obtained.
5. Details and copies of all written leases or rental arrangements between the applicant and the owner of premises upon which the games of chance will be conducted, if such premises are leased or rented.

**SCHEDULE SHEET  
FOR APPLICATION FOR LICENSING OF LOCAL ELIGIBLE  
ORGANIZATIONS TO CONDUCT AND OPERATE SMALL GAMES OF CHANCE**

**Please Print or Type All Information Use Additional Paper if Needed**

**SCHEDULE A** - Check Which Type(s) of small Games of Chance the Organization Will Conduct:

Weekly/Daily Drawings (**Members Only**)                       Pull-Tabs                       Punch Boards                       Raffles

**SCHEDULE B** – List the following data for all officers, directors, owners and partners. If incorporated, list all officers and shareholders controlling 10 percent or more of outstanding stock. If organized as a partnership, list data for all partners. For all other entities, list data of any other financially responsible person.

Full Name	Title or Relationship	Driver's License Number and State
Complete Mailing Address		Telephone Number (     )
Full Name	Title or Relationship	Driver's License Number and State
Complete Mailing Address		Telephone Number (     )
Full Name	Title or Relationship	Driver's License Number and State
Complete Mailing Address		Telephone Number (     )

**SCHEDULE C** – List all persons who will be responsible for operation of Small Games of Chance; including employees, bar personnel and others who will obtain and coordinate use of Small Games of Chance.

Full Name	Title or Relationship	Driver's License Number and State
Complete Mailing Address		Telephone Number (     )
Full Name	Title or Relationship	Driver's License Number and State
Complete Mailing Address		Telephone Number (     )
Full Name	Title or Relationship	Driver's License Number and State
Complete Mailing Address		Telephone Number (     )

**SCHEDULE D** – List Distributors with whom the Organization anticipates doing business: (if known).

Name of Distributor	Complete Mailing Address	Telephone Number
		(     )
		(     )
		(     )
		(     )

**SCHEDULE E** – Auxiliary Groups - List all Auxiliary groups of the applicant conducting games of chance under the applicant's license.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING ELIGIBLE ORGANIZATIONS GAMES OF CHANCE APPLICATION

Questions regarding small games of chance and this application should be referred to the Licensing Authority listed at the top of page 1 of this application.

### APPLICATION INSTRUCTIONS

- ITEM 1** - Applicant must check the appropriate block to indicate the type of application the organization is submitting.
- ITEM 2** -Check type of application.
  - Games of Chance License – A games of chance license authorizes the licensee to conduct games of chance during the eligible organization’s licensing term. A licensee is eligible to apply or special raffle permits.
  - Limited Occasion License – A limited occasion license authorizes the licensee to conduct games of chance on a limited bases (on no more then 3 occasions over a period of no more than 7 days during the license term). An organization that has a normal place of business (own or lease) is not eligible for a limited occasion license. An Organization holding a limited occasion license cannot apply for special raffle permits.
- ITEM 3** -The municipality where the organization’s licensed premise is physically located.
- ITEM 4 to 8** -Enter specific information regarding the organization. In Item 5 enter the type of organization applying for license; e. g. charitable, religious, civic and service association, sportsman or wildlife association, volunteer fire company, volunteer rescue squad, volunteer ambulance association, bona fide senior citizen organization, a club as defined under Liquor Code 102, school booster organization, fraternal and veteran’s organization.
- ITEM 9** -Generally, if an eligible organization owns or leases a premise as its normal business operating site, that premises shall be the licensed premise for purposes of operating games of chance. If an eligible organization does not own or lease a premise upon which normal business or operations is conducted, it may by agreement, use the licensed premises of another licensed eligible organization or make other arrangements for a licensed premises (leases for a licensed premises must be in writing).
  - 9.a.** -The organization must provide the address of the physical location where normal business operation is conducted. Typically this will be the organization’s mailing address and licensed premises and may be indicated as such by marking the boxes in 9.b. and 9.c. If this is the licensed premises, it must have an actual physical address. A post office box is not acceptable. If the eligible organization has no normal place of business put NONE.
  - 9.b.** -If the organization has a different mailing address than the address provided in 9.a. (such as a Post Office Box), the organization must provide the mailing address in this block.
  - 9.c.** If an organization does not own or lease a normal business or operating site or if it has a normal business or operating site with multiple structures or it has multiple business or operating sites then it must indicate in this block the location it will use as its premises for conducting games of chance. This premises must have an actual physical address.
- ITEM 10** -Indicate the eligible organization’s hours of operation, dates or days of the week and times games are to be played.
  - Operating Day-The period of time during any 24 hour period that an eligible organization conducts its normal activities or holds itself open to its members.
  - Non-operating day-The period of time equivalent to an eligible organization’s operating day except that the eligible organization is closed to normal activities or to its members during that period of time.
  - Operating week-Seven consecutive operating days or non-operating days.
- ITEM 11** -The executive officer or secretary of an organization must certify statements a through f by completing the personal data required in Item 11 and by signing the application.
- ITEM 12** -This application must be notarized.

Complete the schedule sheet and enclose the documents listed at the bottom of page 2 of the application. Bring the application and required documents to the Office of the District Attorney for review. If the application is in order, it will be approved and you can go directly to the Treasurer’s Office for issuance of the license. Checks should be made payable to the **Lancaster County Treasurer**.

**REVIEW FOR DISTRICT ATTORNEY’S OFFICE USE ONLY** *A review has found:*

the application to be in order and the documentation to meet the requirements of 10 P.S. §§311-327 *Local Option Small Games of Chance*.

the application to be in order and a **WAIVER** has been granted exempting the association from producing its books, accounts and records for the purpose of license renewal only. This waiver in no way exempts the association from producing its books, accounts and records if demanded by the District Attorney for investigation purposes.

Date:	Detective:
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