



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

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## APPLICATION FOR BINGO PERMIT INSTRUCTION SHEET

### Who Can Apply for a 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 a bingo permit, provided:

- The net profits from permitted bingo events 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.

**Do not** complete this application if you are applying for a Charitable Gaming, Instant Bingo, Raffle or Texas Hold'Em Tournament permit. Applications for these types of events are available on the Board's [website](#).

### Limitations on Bingo Events

- Bingo events are limited to six hours. Games may not begin prior to 1:30 p.m. and must conclude by 1:00 a.m.
- No games shall be conducted in any room or area where alcoholic beverages are sold or served during the progress of the game.
- When a bingo event is conducted in conjunction with a bazaar, carnival, festival or similar affair scheduled for more than one day, but less than ten consecutive days, the function shall be considered one licensed event.
- No one under 18 years old is allowed to *attend* any Bingo game where the prize is money. No one under 16 years old is allowed to *participate* in any Bingo game nor to conduct or assist in conducting any Bingo game. However, persons who are 14 years old or older may act as waiters/waitresses in the handling of food or drinks at a Bingo event.
- No more than 40 bingo games (excluding cookie jar bingo) may be conducted on a single occasion.
- The maximum cash value of a prize awarded for a single bingo game cannot exceed \$250.
- The maximum cash value total of all prizes awarded for an entire bingo event cannot exceed \$1,250.

### Applying for a 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 up to five Members-In-Charge of the bingo event(s). The letter must grant the Member(s)-In-Charge the authority to submit bingo applications on behalf of the organization and to be responsible for all permitted bingo events. The letter must be signed by an officer of the organization and dated.

## Applying for a Bingo Permit (*All Applicants*)

- Submit a completed, signed and notarized [Application for 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 a:
  - 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 event will be held at any location other than the organization’s physical Delaware address, enclose a:
  - letter from the premises owner (on owner’s letterhead) allowing your organization to hold its event(s) on a specific date, **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 this is your first bingo application OR if a Member-In-Charge has changed since your last bingo application, submit a letter on your organization’s letterhead designating the new Member(s)-In-Charge. The letter must grant the new Member(s)-In-Charge the authority to submit bingo applications on behalf of the organization and to be responsible for all permitted bingo events. The letter must be signed by an officer of the organization and dated.
- Complete and submit *Addendum A* with your application.
  - If you are applying for more than one bingo event, and the winning card arrangements and/or prizes will vary on different event dates, you must complete and submit an *Addendum A* **for each proposed event date**.
  - **Note that you must enter the retail cash value for each prize listed on Addendum A. Entering “varies”, “50/50,” “depends on the number of players” or any other indeterminate amount will result in a delay in processing and possible denial of your application.**

## Application Review Process

The Board will **only** review 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.
- Your organization’s After Occasion Reports (AORs) must be up-to-date. AORs are due no later than 30 days after a gaming event. *If your organization’s AORs for past events are overdue, the Board will not review your application for any future event.*

If your proposed event date passes before the Board reviews and approves your application, you are **not** permitted to hold your event. If all event dates listed on your application pass before the Board reviews and approves them, you are not permitted to hold **any** of the events and you will forfeit the non-refundable processing fee.

You are **not** permitted to submit alternate event dates to be inserted into your application if all proposed dates pass before the Board reviews and approves it. You must submit a new application and processing fee for the alternate dates.



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## APPLICATION FOR 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 bingo events in the State of Delaware.**

Is this your first application for a 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. Select the method of delivery for approved bingo permits. *Regardless of the delivery method selected, the Member-In-Charge is responsible for verifying that the delivery information provided is legible, complete and accurate. The Member-In-Charge is also responsible for monitoring the delivery method chosen. (Check ONE delivery method.)*

- Mail to Organization's Official Address in Question 9
- Mail to Organization's Physical Delaware Address in Question 10
- Fax to \_\_\_\_\_
- Email to \_\_\_\_\_

**BINGO EVENT INFORMATION**

15. Will the event 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 bingo event(s) on a specific date OR a copy of your lease or rental agreement, and continue with Question 16.**

16. Enter the information about the **physical location** where the Bingo event(s) is to be held:

Location Name: \_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_ Delaware \_\_\_\_\_  
City State Zip

17. Date(s) and Time(s) of Event(s):

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Events are limited to six hours. Games may not begin prior to 1:30 p.m. and must conclude by 1:00 a.m.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Total retail cash value of all prizes to be awarded, including prizes that have been donated: \$ \_\_\_\_\_

**All applicants must complete and submit the attached Addendum A with this application. If you are applying for more than one bingo event, and the winning card arrangements and/or prizes will vary on different event dates, you must complete and submit an Addendum A for each proposed event date. Note that you must enter the retail cash value for each prize. Entering "varies," "50/50," "depends on the number of players" or any other indeterminate amount will result in a delay in processing and possible denial of your application.**

20. List the value and dates of any promotional giveaways (if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. Maximum Dollar Amount of Cookie Jar 1 (if applicable): \$ \_\_\_\_\_

22. Maximum Dollar Amount of Cookie Jar 2 (if applicable): \$ \_\_\_\_\_

23. Enter information about up to five Members-In-Charge of this event:

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

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

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

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

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 bingo application OR if a Member-In-Charge has changed since your last bingo application, submit a letter on your organization's letterhead designating the new Member(s)-In-Charge listed above. The letter must grant the new Member(s)-In-Charge the authority to submit bingo applications on behalf of the organization and to be responsible for all permitted bingo events. The letter must be signed by an officer of the organization and dated.**

**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 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. By signing below, I also acknowledge that the Board of Charitable Gaming requires a completed After Occasion Report (AOR) to be submitted to the Board office within 30 days of an event, and that failure to submit required AORs to the Board in a timely manner may result in the denial of future gaming applications.

\_\_\_\_\_  
Printed Name of Member-In-Charge (see Question 23)

\_\_\_\_\_  
Signature of Member-In-Charge

SWORN to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Notary Public (Seal)

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

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

**After Occasion Reports must be up-to-date before this application will be considered by the Board.**

**APPLICATION FOR BINGO PERMIT  
ADDENDUM A: BINGO GAMES & PRIZES**

**BINGO EVENT DATE:** \_\_\_\_\_

Game #	Description of Winning Card Arrangement	Description of Prize (other than cash)	Maximum Retail Cash Value
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$
11			\$
12			\$
13			\$
14			\$
15			\$
16			\$
17			\$
18			\$
19			\$
20			\$
21			\$
22			\$
23			\$
24			\$
25			\$
26			\$
27			\$
28			\$
29			\$
30			\$
31			\$
32			\$
33			\$
34			\$
35			\$
36			\$
37			\$
38			\$
39			\$
40			\$

**Total Retail Cash Value of All Prizes to be Awarded on This Date (including donated prizes):** \$ \_\_\_\_\_

**IMPORTANT:**

- You must enter the retail cash value for each prize. Entering “varies,” “50/50,” “depends on the number of players” or any other indeterminate amount will result in a delay in processing and possible denial of your application.
- If you are applying for more than one bingo event, and the winning card arrangements and/or prizes will vary on different event dates, you must complete and submit an *Addendum A* for each proposed event date. Use this blank *Addendum A* to make additional copies if necessary.