

Bingo Checklist

1. APPLICATION NOTARIZED
2. LICENSE FEE (CHECK/MONEY ORDER)
3. PRIZES SHALL BE OWNED/OR IN LIEU OF OWNERSHIP:
 - (A) PROVIDE A SURETY BOND NOT TO EXCEED 15% ABOVE AGGREGATED PRIZE VALUE
 - (B) WRITE A CHECK TO OFFICE OF LOTTERY AND GAMING
4. LIST OF MEMBERS
5. HOUSE OF RULES (GAMES SCHEDULE/PAYOUT)
6. COPY OF RENTAL AGREEMENT
7. COPY OF CERTIFICATE OF OCCUPANCY
8. CERTIFICATE OF GOOD STANDING (CONSUMER REGULATORY AFFAIRS - 941 NORTH CAPITOL STREET, N.E., (202) 442-4432)
9. COPY OF IRS TAX EXEMPT STATUS (CONTRIBUTIONS ARE TAX DEDUCTIBLE)
10. COPY OF CONSTITUTION ARTICLES CHARTER OR BYLAWS.

Name of Organization

Contact Person/Telephone Number/Email

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM BELOW

FAILURE TO PROVIDE ALL NECESSARY INFORMATION OR ANY REQUIRED ATTACHMENTS MAY DELAY OR PREVENT THE PROCESSING OF THIS APPLICATION.

SECTION A:

- Item 1.** NAME OF ORGANIZATION TO WHOM LICENSE IS TO BE ISSUED. THIS ORGANIZATION MUST MEET ALL REQUIREMENTS OF D.C. CODE SECTION 2-2523 AND THE RULES OF DC LOTTERY.
- Item 2.** STREET ADDRESS OF APPLICANT ORGANIZATION.
- Item 3.** CITY, STATE AND ZIP CODE OF APPLICANT ORGANIZATION.
- Item 4.** D.C. WARD NUMBER OF APPLICANT ORGANIZATION.
- Item 5.** TELEPHONE NUMBER OF APPLICANT ORGANIZATION.
- Item 6.** NAME, COMPLETE HOME ADDRESS, INCLUDING ZIP CODE, DATE OF BIRTH AND TELEPHONE NUMBER OF THE DESIGNATED MEMBER-IN-CHARGE, WHO IS A RESIDENT OF THE DISTRICT OF COLUMBIA.
- Item 7.** NAME, COMPLETE HOME ADDRESS, INCLUDING ZIP CODE, DATE OF BIRTH AND TELEPHONE NUMBER OF THE DESIGNATED DEPUTY MEMBER -IN-CHARGE, WHO IS A RESIDENT OF THE DISTRICT OF COLUMBIA.
- Item 8.** NAME, COMPLETE HOME ADDRESS, INCLUDING ZIP CODE, DATE OF BIRTH AND TELEPHONE NUMBER OF THE DESIGNATED MEMBER RESPONSIBLE FOR UTILIZATION OF GROSS RECEIPTS.

SECTION B:

- Item 1.** INDICATE WITH "X" APPROPRIATE BOX FOR CLASS OF LICENSE REQUESTED. CLASS OF BINGO LICENSE IS DETERMINED BY THE NUMBER OF PLAYERS, SEE SECTION 1204 OF OFFICE OF LOTTERY AND GAMING.
- Item 2.** COMPLETE STREET ADDRESS AND ZIP CODE OF PREMISES WHERE BINGO IS TO BE PLAYED. (THIS ADDRESS WILL BE PRINTED ON THE LICENSE.)
- Item 3.** ROOM NUMBER, IF ANY, AT PREMISES WHERE BINGO IS TO BE PLAYED.
- Item 4.** D.C. WARD OF PREMISES WHERE BINGO IS TO BE PLAYED.
- Item 5.** TELEPHONE NUMBER AT PREMISES WHERE BINGO IS TO BE PLAYED.
- Item 6.** INDICATE WITH "X" IN APPROPRIATE BOX(ES) OF DAY(S) BINGO IS TO BE PLAYED AND FILL IN BEGINNING AND ENDING TIME(S) BINGO IS TO BE PLAYED.
- Item 7.** INDICATE WITH "X" IN APPROPRIATE BOX IF PREMISES WHERE BINGO IS TO BE PLAYED IS OWNED OR RENTED BY THE APPLICANT ORGANIZATION. **IF PREMISES ARE RENTED, APPLICANT MUST ATTACH A COPY OF THE RENTAL LEASE AGREEMENT.** ATTACH A COPY OF CURRENT OCCUPANCY PERMIT.

SECTION C:

- Item 1.** INDICATE WITH "X" IN APPROPRIATE BOX WHETHER APPLICANT ORGANIZATION IS MAKING APPLICATION AS A QUALIFYING SENIOR CITIZEN GROUP. SEE SECTION 1201 OF OFFICE OF LOTTERY AND GAMING RULE.
- Item 2.** FILL IN MONTH, DAY AND YEAR SINCE APPLICANT HAS BEEN ORGANIZED IN ACCORDANCE WITH D.C. CODE SECTION 2-501 AND 29-1001 (1981 ED.,)
- ATTACH A CERTIFICATE OF GOOD STANDING DATED NO EARLIER THAT THE DATE THIS APPLICATION IS MADE.
 - ATTACH A COPY OF APPLICANT ORGANIZATION'S CONSTITUTION, CHARTER, OR BY LAWS.
- Item 3.** **INDICATE WITH "X" IN APPROPRIATE BOX WHETHER APPLICANT HAS AT LEAST TWENTY MEMBERS. (TEN IF SENIOR CITIZEN GROUP.)**
- **PLEASE ATTACH LIST OF THESE MEMBERS ON A FORM PROVIDED BY DC LOTTERY.**
- Item 4.** INDICATE WITH "X" IN APPROPRIATE BOX WHETHER APPLICANT HOLDS A CURRENT IRS NOTICE OF EXEMPTION.
- IF YES ATTACH A COPY OF THIS NOTICE.
- Item 5.** INDICATE WITH "X" IN APPROPRIATE BOX WHETHER APPLICANT HOLDS A CURRENT LETTER OF DETERMINATION (FRANCHISE TAX EXEMPTION FROM THE D.C. DEPARTMENT OF FINANCE AND REVENUE.
- IF YES ATTACH A COPY OF THIS LETTER.
 - **NOTE: APPLICANTS MUST ATTACHÉ A COPY OF EITHER AN IRS NOTICE OR A FINANCE AND REVENUE LETTER.**
- Item 6.** BRIEFLY DESCRIBE LAWFUL PURPOSE FOR WHICH FUNDS FROM BINGO ACTIVITY WILL BE USED.
- Item 7.** INDICATE WITH "X" IN APPROPRIATE BOX THE PRINCIPAL ACTIVITY OF APPLICANT ORGANIZATION.

SUBMIT A DULY EXECUTED SURETY BOND ON A FORM PROVIDED BY DC LOTTERY NOT TO EXCEED 15% ABOVE THE AGGREGATE PRIZE VALUE OR A CHECK MADE PAYABLE TO OFFICE OF LOTTERY AND GAMING.

APPLICATION MUST BE SIGNED BY THE HEAD OF APPLICANT ORGANIZATION, INDICATING THE TITLE OF OFFICE HELD, I.E., PRESIDENT, SECRETARY, ETC. AS DESIGNATED IN THE ORGANIZATION'S CONSTITUTION, CHARTER OR BYLAWS. THIS SIGNATURE **MUST** BE NOTARIZED.

PLEASE INCLUDE ALL NECESSARY ATTACHMENTS AND FEES.

COPY OF REFUND POLICY AVAILABLE UPON REQUEST.

Membership List

LIST TWENTY ACTIVE MEMBERS OF THE APPLICANT ORGANIZATION, (TEN IF SENIOR CITIZENS GROUP). PRINT OR TYPE.

	NAME	STREET ADDRESS	TELEPHONE NO.
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____

License and Financial Guaranty Bond

Know All Men by These Present, that we, _____
_____ as Principal, and a corporation licensed to do business in
the District of Columbia as Surety, and held and firmly bound unto the Office of Lottery and
Gaming, hereinafter called Obligee, in the sum of
(\$ _____), lawful money of the United States, for the
payment whereof well and truly to be made we bind ourselves and each of us, and each of our
heirs, executors, administrators, successors and assigns, jointly and severally, firmly be these
present:

Whereas, the above-bounden Principal has made application to the Obligee for a
_____ license in accordance with Section 2-2523,
D.C. Code (1981) and is required to obtain a bond in accordance with Section 2-2525, D.C.
Code (1981).

Now, Therefore, the condition of this obligation is such that if the Principal shall conduct
themselves and their organization in accordance with the requirements of said Code, and
more specifically, shall faithfully discharge those privileges granted by the license, accurately
account for gross receipts, pay all expenses including fees and taxes and expend the net
proceeds according to law and award all prizes, then this obligation shall be null and void,
otherwise to be and remain in full force and effect.

Provided However, that the total liability of the Surety hereunder in no event is to exceed the
amount of this bond; and

Provided Further, that the liability of the Surety hereunder may be terminated by giving thirty
days written notice thereof, served either personally or by registered mail, to the Principal and
the Obligee, and upon giving such notice the Surety shall be discharged from all liability under
such bond for any act or omission of the Principal occurring after the expiration of thirty days
from the date of service of such notice.

Signed and Sealed with seals this _____ day of _____ 20_____

Witness

Principal

Witness

Surety

REGULAR BINGO LICENSE APPLICATION

(PLEASE TYPE OR PRINT)
PLEASE READ INSTRUCTIONS ABOVE FIRST.

DATE OF APPLICATION _____
MONTH DAY YEAR

<p>A. 1</p> <p style="text-align: center;">APPLICANT ORGANIZATION</p> <p>2</p> <p>3</p> <p>4</p> <p style="text-align: center;">STREET ADDRESS</p> <p>CITY STATE ZIP CODE</p> <p>6</p> <p>WARD # 5 TELEPHONE NUMBER</p> <p>MEMBER-IN-CHART <i>(Must be a District of Columbia Resident)</i></p> <p>NAME</p> <p>ADDRESS</p> <p>7</p> <p>CITY STATE ZIP CODE</p> <p>ARE YOU 18 YEARS OLD OR OLDER? PHONE #</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>DUPT MEMBER-IN-CHART <i>(Must be a District of Columbia Resident)</i></p> <p>8</p> <p>NAME</p> <p>ADDRESS</p> <p>CITY STATE ZIP CODE</p> <p>ARE YOU 18 YEARS OLD OR OLDER? PHONE #</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>MEMBER RESPONSIBLE FOR UTILIZATION OF GROSS RECEIPTS</p> <p>NAME</p> <p>ADDRESS</p> <p>CITY STATE ZIP CODE</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>ARE YOU 18 YEARS OLD OR OLDER? PHONE #</p>	<p>(OFFICE USE ONLY) APPROVE <input type="checkbox"/> DISAPPROVE <input type="checkbox"/></p> <p>FEE PAID <input type="checkbox"/> DATE _____ MONTH DAY YEAR</p> <p>LICENSE # _____</p> <p>C.</p> <p>1) <input type="checkbox"/> YES <input type="checkbox"/> NO APPLICANT IS MAKING APPLICATION AS A SENIOR CITIZEN GROUP</p> <p>2) APPLICANT HAS BEEN ORGANIZED AND ACTIVELY ENGAGED IN FURTHERING ITS AUTHORIZED LAWFUL PURPOSE IN THE DISTRICT AS A NOT-FOR-PROFIT CORPORATION PURSUANT TO D.C. CODE SECTION 29-501 AND 29-1001 SINCE: _____ MONTH DAY YEAR</p> <p>PLEASE ATTACH CERTIFICATE OF GOOD STANDING FROM THE D.C. DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS.</p> <p>PLEASE ATTACH A COPY OF CORPORATE/ORGANIZATION'S BYLAWS.</p> <p>3) <input type="checkbox"/> YES <input type="checkbox"/> NO APPLICANT ORGANIZATION HAS AT LEAST TWENTY MEMBERS. PLEASE ATTACH NAMES AND ADDRESSES OF THOSE MEMBERS ON A FORM PROVIDED BY THE BOARD (TEN IF SENIOR CITIZEN GROUP).</p> <p>4) <input type="checkbox"/> YES <input type="checkbox"/> NO APPLICANT HOLDS A CURRENT IRS NOTICE OF EXEMPTION. PLEASE ATTACH IRS NOTICE OF EXEMPTION.</p> <p>5) <input type="checkbox"/> YES <input type="checkbox"/> NO APPLICANT HOLDS A CURRENT LETTER OF DETERMINATION (FRANCHISE TAX EXEMPTION) FROM THE D.C. DEPARTMENT OF FINANCE AND REVENUE. PLEASE ATTACH FINANCE AND REVENUE LETTER OF DETERMINATION.</p> <p>6) LAWFUL PURPOSE FOR WHICH FUNDS ARE RAISED.</p> <p>7) PRINCIPAL ACTIVITY OF APPLICANT ORGANIZATION (MARK ONE)</p> <p><input type="checkbox"/> CHARITABLE <input type="checkbox"/> RELIGIOUS <input type="checkbox"/> CIVIC <input type="checkbox"/> ELEEMOSYNARY <input type="checkbox"/> BENEVOLENT <input type="checkbox"/> RECREATIONAL <input type="checkbox"/> PHILANTROPIC <input type="checkbox"/> HUMANE <input type="checkbox"/> FRATERNAL <input type="checkbox"/> EDUCATIONAL <input type="checkbox"/> SOCIAL <input type="checkbox"/> OTHER _____</p> <p>B.</p> <p>1 CLASS OF LICENSE REQUESTED (MARK ONE)</p> <p><input type="checkbox"/> (A) \$500 <input type="checkbox"/> (B) \$250 <input type="checkbox"/> (C) \$50 / \$10* <input type="checkbox"/> (D) NO FEE</p> <p>License fee must be submitted with this application. *NOTE: Fee for Qualifying Senior Citizen groups \$10 (Class D Recreational Bingo for Senior Citizen groups will be issued as Regular Bingo License only)</p> <p>6 DATES OF EVENT: _____</p> <p><input type="checkbox"/> MO START _____ AM / PM END _____ AM / PM</p> <p><input type="checkbox"/> TU START _____ AM / PM END _____ AM / PM</p> <p><input type="checkbox"/> WE START _____ AM / PM END _____ AM / PM</p> <p><input type="checkbox"/> TH START _____ AM / PM END _____ AM / PM</p>
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<p>2 BINGO LOCATION</p> <hr style="border-top: 1px dashed black;"/> <p>Street Address _____</p> <p>City _____ State _____ Zip _____</p>	<p><input type="checkbox"/> FR START _____ AM / PM END _____ AM / PM</p> <p><input type="checkbox"/> SA START _____ AM / PM END _____ AM / PM</p> <p><input type="checkbox"/> SU START _____ AM / PM END _____ AM / PM</p>
<p>_____</p> <p>_____</p> <p>_____</p>	
<p><input type="text"/> 3 ROOM # <input type="text"/> 4 WARD # <input type="text"/> 5 TELEPHONE #</p>	<p>7. LOCATION IS <input type="checkbox"/> OWNED <input type="checkbox"/> RENTED <small>(SEE INSTRUCTIONS FOR NECESSARY ATTACHMENTS).</small></p>

I, HEREBY CERTIFY, THAT THE INFORMATION STATED IN THIS APPLICATION AND ALL ATTACHMENT IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

(DISTRICT OF COLUMBIA) ss:
 Subscribed and sworn to before me this _____

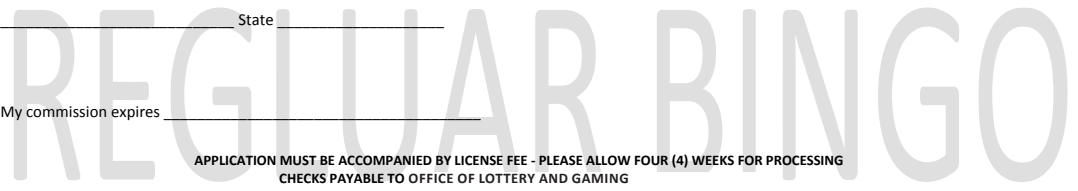
day of _____, A.D. 20_____

 Signature of Notary Public

 SIGNATURE OF HEAD OF ORGANIZATION AND TITLE

City _____ State _____

My commission expires _____



**APPLICATION MUST BE ACCOMPANIED BY LICENSE FEE - PLEASE ALLOW FOUR (4) WEEKS FOR PROCESSING
 CHECKS PAYABLE TO OFFICE OF LOTTERY AND GAMING**

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7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
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License and Financial Guaranty Bond

Know All Men by These Present, that we, _____
_____ as Principal, and a corporation licensed to do business in
the District of Columbia as Surety, and held and firmly bound unto the Office of Lottery and
Gaming, hereinafter called Obligee, in the sum of
(\$ _____), lawful money of the United States, for the
payment whereof well and truly to be made we bind ourselves and each of us, and each of our
heirs, executors, administrators, successors and assigns, jointly and severally, firmly be these
present:

Whereas, the above-bounden Principal has made application to the Obligee for a
_____ license in accordance with Section 2-2523,
D.C. Code (1981) and is required to obtain a bond in accordance with Section 2-2525, D.C.
Code (1981).

Now, Therefore, the condition of this obligation is such that if the Principal shall conduct
themselves and their organization in accordance with the requirements of said Code, and
more specifically, shall faithfully discharge those privileges granted by the license, accurately
account for gross receipts, pay all expenses including fees and taxes and expend the net
proceeds according to law and award all prizes, then this obligation shall be null and void,
otherwise to be and remain in full force and effect.

Provided However, that the total liability of the Surety hereunder in no event is to exceed the
amount of this bond; and

Provided Further, that the liability of the Surety hereunder may be terminated by giving thirty
days written notice thereof, served either personally or by registered mail, to the Principal and
the Obligee, and upon giving such notice the Surety shall be discharged from all liability under
such bond for any act or omission of the Principal occurring after the expiration of thirty days
from the date of service of such notice.

Signed and Sealed with seals this _____ day of _____ 20_____

Witness

Principal

Witness

Surety