

To: ALL NON-PROFIT ORGANIZATIONS WHO ARE INTERESTED IN OBTAINING OR UPDATING A GAMES OF CHANCE AND/OR BINGO IDENTIFICATION NUMBER

Organizations that wish to conduct Bell Jars, Raffles, Las Vegas Nights and/or Bingo must register with this office to secure an identification number (I.D.) prior to the issuance of a license by the municipal clerk. **PLEASE NOTE THAT YOUR EVENT SHOULD NOT BE SCHEDULED UNTIL YOU RECEIVED APPROVAL FROM THE NYS RACING AND WAGERING BOARD.**

NOTE: PLEASE REVIEW THE ENCLOSED GUIDELINES FOR RUNNING RAFFLES PRIOR TO APPLYING FOR A RAFFLE IDENTIFICATION NUMBER. THERE IS NO CHARGE FOR THE REGISTRATION PROCESS.

To register your organization:

Step One – Complete the 1A form attached (Application for Registration and Identification Number) marking the appropriate box for “new” and the programs(s) to be conducted.

Step Two – **MAIL** the completed original and one photocopy of the application, along with one set of the required supporting documents (see 1A form for a description of the supporting documents required) to the attention of the Charitable Gaming Unit at the address listed below. Please retain one copy for your records.

PLEASE NOTE: IF ANY ONE OF THE REQUIRED DOCUMENTS IS OMITTED FROM THE PACKAGE, IT WILL DELAY PROCESSING.

If the organization intends to utilize members of an auxiliary or affiliated organization to assist in the conduct of licensed games of chance and/or bingo, the auxiliary or affiliate must obtain its own I.D. number.

If the organization is requesting to **UPDATE** its identification number, please check the update box on the top, fill out the form and mail the original plus one copy to the address below. The required supporting documents do not need to be included when updating an ID#. Please indicate the organization’s ID# on the application if known. The organization and municipal clerk will be notified in writing once a decision has been reached.

All applicable forms, rules and regulations pertaining to the conduct of charitable gaming are available on the Board’s website at www.racing.state.ny.us. If you should require further assistance, or in need additional applications for an auxiliary or affiliated organization feel free to contact the Charitable Gaming Unit at (518) 395-5400.