



Borough of  
Tinton Falls  
New Jersey

MAUREEN L. MURPHY, RMC, CMR  
BOROUGH CLERK

MUNICIPAL CENTER  
556 TINTON AVENUE  
TINTON FALLS, NJ 07724-3298  
732-542-3400 EXT. 260  
732-460-9115 FAX  
mmurphy@tintonfalls.com

## RAFFLE CHECKLIST

When submitting your raffle application, please include the following:

1. Four (4) copies of the license application, which **MUST BE ORIGINALLY SIGNED** by at least TWO (2) different members and **NOTARIZED**. Application must be submitted at least one week prior to the Council's meeting
2. **VALID REGISTRATION CERTIFICATE** bearing the organization's name and identification number. This certificate must be valid for the entire period the raffle is being conducted
3. A sample ticket or a copy of the proposed ticket for off-premises raffles
4. Two (2) checks are required:
  - o (1) made payable to Legalized Games of Chance Control Commission (LGCCC)
  - o (1) made payable to the Borough of Tinton Falls

Checks: \$20.00 for every \$1,000.00 of prize value or estimated prize value. (Example: If value is \$2,101.00, a check for \$60.00 would be required.)

For a 50/50 Raffle, \$20.00 checks are required for filing and then once the Raffle has been conducted, additional checks must be forwarded based on the proceeds.

All applications must be approved by the Borough Council and then Legalized Games of Chance. **(License cannot be issued until 15 days after sent to LGCCC)**. When setting your dates, please take this into consideration; you should estimate about 6 weeks for the process.

**PLEASE MAKE SURE THAT THE DATE OF YOUR RAFFLE IS NOT AFTER THE EXPIRATION DATE ON YOUR REGISTRATION CERTIFICATE. IF IT IS, WE ARE UNABLE TO ISSUE YOUR LICENSE UNTIL AFTER YOU HAVE RENEWED YOUR REGISTRATION IN ACCORDANCE WITH GAMES OF CHANCE REGULATIONS. IF YOU NEED TO RENEW EARLY TO ACCOMMODATE YOUR FUNCTION, YOU MUST CONTACT GAMES OF CHANCE AT (973) 273-8000.**

# Application for Raffles License

Application No. RA: .....

Identification No. ....

Insert name of Municipality ..... Prepare 4 copies of application. One copy will be returned.

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## Part A GENERAL

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1. Name of applying organization .....
2. a. Street address of headquarters .....
- b. Mailing address (if different) .....
3. A license is requested to conduct raffles of the kind stated on the date, or on each of the dates, and during the hours listed (use a separate application for each type of raffle).

Date	Hours
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

4. Address of place where Raffles will be played .....
5. Does the applicant own the premises or regularly occupy them for its general purposes? ..... Yes  
..... No
6. If raffles equipment is rented, attach statement of raffles equipment lessor to application on Form 13.

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## Part B QUALIFICATION OF APPLICANT

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1. Is this the first time the applicant has applied for a license in this municipality? ..... Yes ..... No
2. If not, has there been any change in the applicant's certificate of incorporation, charter, constitution or by-laws since the latest application was made? ..... Yes ..... No
3. If applicant is unincorporated, state number of members: ..... members.





**Part H MEMBERS OF APPLICANT WHO WILL ASSIST IN CONDUCTING THE GAMES**

Name of Member	Residence Address	Age
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**Part I NAMES OF OTHER ORGANIZATIONS WHOSE MEMBERS WILL ASSIST IN CONDUCTING THE GAMES**

Name and Address of Organization	How Related	Identification Number
.....	.....	.....
.....	.....	.....

**Part J STATEMENT OF APPLICANT AND MEMBER(S) IN CHARGE**

STATE OF NEW JERSEY }  
 COUNTY OF } s.s.:

We do hereby each make the following statement, under oath, with respect to the foregoing application :

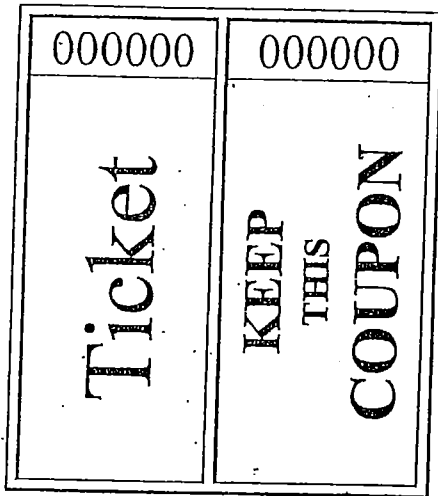
1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Raffles Licensing Law.
2. Prior to the issuance of any license to it to conduct games of chance the applicant was actively engaged in serving one or more "authorized purposes".
3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Raffles Licensing Law, and the Rules and Regulations, will be in full charge of, and primarily responsible for, conduct of the games.
6. No commission, salary, compensation, reward, or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games; except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, no prize will be offered and given in cash, except as otherwise provided by the Raffles Licensing Law, or of greater value than is provided in said law.
7. All statements in the foregoing application are true.

Sworn to and subscribed before me this:  
 ..... day of ..... 19.....  
 .....  
 Notary Public

(SEAL OF NOTARY)

.....  
*Signature of Officer, and Title*  
 .....  
*Member in Charge*  
 .....  
*Member in Charge*  
 .....  
*Member in Charge*  
 .....  
*Member in Charge*

Applicant's registration slip from the Control Commission must be presented to the Municipal Clerk with this application.



If you are going to use roll tickets  
Attach one to your application.

If you are going to use the "Gift Auction" tickets – where  
there are multiple tickets with the same number, we will  
need you to attach one (1) sheet to your application.

The following are just **samples** of raffle tickets in  
accordance with Games of Chance regulations. They are  
to be used as a guide only and we are not responsible for  
any missing or incorrect information. Please consult your  
Games of Chance Regulations for information as to the  
contents of the ticket.

Please note: If you require the person to be present in  
order to win the following statement must be added to  
your tickets:

"NOT VALID UNLESS HOLDER IS PRESENT AT THE  
DRAWING."

# Sample Ticket

## Off Premises Merchandise Raffle

**N.J.A.C. 13:47-8.7**

Stub

Ticket

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 100%;">Name</td> </tr> <tr> <td style="border-bottom: 1px solid black; width: 100%;">Address</td> </tr> <tr> <td style="border-bottom: 1px solid black; width: 33%;">City</td> <td style="border-bottom: 1px solid black; width: 33%;">State</td> <td style="border-bottom: 1px solid black; width: 33%;">ZIP code</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Telephone Number</td> </tr> <tr> <td style="border-bottom: 1px solid black; width: 50%;">NJ LGCCC Identification#</td> <td colspan="2" style="border-bottom: 1px solid black;">Municipal RL #</td> </tr> </table> <p style="margin-top: 10px;">Ticket # _____</p>	Name	Address	City	State	ZIP code	Telephone Number			NJ LGCCC Identification#	Municipal RL #		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 50%;">NJ LGCCC Identification #</td> <td style="border-bottom: 1px solid black; width: 50%;">Municipal RL #</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; text-align: center;">Name of Organization</td> </tr> <tr> <td style="border-bottom: 1px solid black; width: 50%;">List of Prizes</td> <td style="border-bottom: 1px solid black; width: 50%;">Retail Values</td> </tr> <tr> <td style="border-bottom: 1px solid black; width: 50%;">Date of Drawing</td> <td style="border-bottom: 1px solid black; width: 50%;">Location of Drawing</td> </tr> <tr> <td style="border-bottom: 1px solid black; width: 50%;">Time of Drawing</td> <td></td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; padding: 5px;">           Purpose to which entire proceeds will be devoted            "No substitution of the offered prize may be made            and no cash will be given in lieu of the prize."         </td> </tr> <tr> <td style="border-bottom: 1px solid black; width: 50%;">Price of Ticket</td> <td style="border-bottom: 1px solid black; width: 50%;">Ticket #</td> </tr> </table>	NJ LGCCC Identification #	Municipal RL #	Name of Organization		List of Prizes	Retail Values	Date of Drawing	Location of Drawing	Time of Drawing		Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made and no cash will be given in lieu of the prize."		Price of Ticket	Ticket #
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This illustration is provided for your convenience. While the form of the ticket may vary, the information listed above must be contained on your printed ticket. If you require assistance with your ticket, please contact the office of Legalized Games of Chance Control Commission at (973) 273-8000. This sample ticket must be attached to the Application for Municipal Raffle License and submitted to the municipality.

# Sample Ticket

## Off Premises Raffle Awarding Cash

### N.J.A.C. 13:47-8.8

Stub

Ticket

<p style="text-align: center;">Name</p> <hr/> <p style="text-align: center;">Address</p> <hr/> <p style="text-align: center;">City                      State                      ZIP code</p> <hr/> <p style="text-align: center;">Telephone Number</p> <hr/> <p style="text-align: center;">NJ LGCCC Identification#                      Municipal RL #</p> <hr/> <p style="text-align: left;">Ticket # _____</p>	<p style="text-align: right;">NJ LGCCC Identification # _____</p> <p style="text-align: right;">Municipal RL # _____</p> <p style="text-align: center;">Name of Organization _____</p> <p style="text-align: center;"><b>50/50</b></p> <p style="text-align: center;">This is a 50/50 cash raffle and the winner will receive 50% of the amount received for all tickets or rights to participate</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Location of Drawing _____</p> <p style="text-align: center;">Date of Drawing _____                      Time of Drawing _____</p> <p style="text-align: center;">Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made."</p> <p style="text-align: center;">_____</p> <p style="text-align: left;">Price of Ticket _____                      Ticket # _____</p>
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