

# GAMES OF CHANCE RAFFLE APPLICATION CHECKLIST

1. Fill out the Application for Raffle License found on the NJ Division of Consumer Affairs website:  
<https://www.njconsumeraffairs.gov/lgccc/Applications/Application-for-Raffle-License.pdf>
2. Print out four copies of the completed application. **Please note that Part I of the application must be original. No copies of this page will be accepted.**
3. In Part A, #3, describe the type of raffle being held along with the date and time of the raffle. 50/50 and Merchandise Draw and can be held either:
  - a. On Premise - tickets sold only at the time of the event. The winner does not need to be present. No Sample ticket is required for On Premise raffles.
  - b. Off Premise – tickets are printed and sold prior to the day of the drawing. The winner does not need to be present. A Sample Ticket is required with the application for Off Premise raffles. (sample attached)
4. Please note the following for Part D – Schedule of Prizes:
  - a. 50/50 raffles must award 50% of the gross receipts. Please make sure the application and sample ticket do not guarantee a specific prize amount.
  - b. Merchandise Draw raffles must include a description of the prizes being awarded along with the retail value of each prize.
  - c. Any prizes listed in this section must also be included on the sample ticket.
5. Any name listed in Parts F & G of the application must complete an Affidavit of Criminal History Form. (attached)

Submit the following documents to the Municipal Clerk's Office:

- \_\_\_\_\_ - Four complete copies of the application (Reminder - Part I must be original)
- \_\_\_\_\_ - **Original** Registration Certificate. Must be valid for entire time period stated on license application
- \_\_\_\_\_ - Affidavit of Criminal History form for each individual listed in Sections F & G
- \_\_\_\_\_ - Two checks for fees associated with the license. See LGCCC fee schedule attached. (We recommend filling out the fee amounts at the Clerk's office)

Online ticket sales prohibited.