

BOROUGH OF FRANKLIN LAKES
MUNICIPAL CLERK'S OFFICE
(201) 891-0048 x1200

PROCEDURE FOR OBTAINING A RAFFLE LICENSE
(Updated 08/23/16)

1. Any Organization applying for a Raffle License must have an identification number/registration certificate which is issued by the State of New Jersey, Legalized Games of Chance Control Commission (LGCCC) – (973) 273-8000. The original certificate must be produced at the time of application.
2. Filing – License applications shall be filed in quadruplicate (all four (4) applications must have original signatures and be notarized) with the Municipal Clerk. **An Officer from Part E must sign** the application and a **Member-in-Charge from Part F must also sign** the application. There must be at least two signatures and it **cannot** be the same person signing twice.
3. Findings and Determinations – Once the application is filed, the Municipal Clerk will make a Findings and Determinations. **An Officer from Part E must also sign**, and have notarized, an **Affidavit** attesting that the members-in-charge of the games are bona fide active members, are of good moral character, and have never been convicted of the crime.
4. The Municipal Clerk then sends the completed application to Legalized Games of Chance Control Commission. The Municipal Clerk cannot issue the Raffle License for a minimum of fourteen (14) days. This time is given to allow for the LGCCC to review the raffle application. This also means that organizations cannot have tickets printed for at least 2 weeks.
5. Contents of the Ticket – Off Premise Raffles (selling tickets prior to the date of the raffle). Whenever a licensee shall submit an application to the Municipal Clerk, a sample ticket form must accompany the application.
 - a) Name and identification number of the qualified organization and number of the license issued for the occasion
 - b) Place where the occasion will be held and the date and time
 - c) A list of the prizes and the retail value of each
 - d) The number of the ticket
 - e) Price of the ticket
 - f) The purpose to which the entire net proceeds will be devoted
 - g) The statement: “No substitution of the offered prize may be made and no cash will be given in lieu of the prize.”
 - h) The presence of the holder of a ticket shall not be required in order to win unless the ticket bears the statement: NOT VALID UNLESS HOLDER IS PRESENT AT THE TIME OF THE DRAWING.”
 - i) The stub of each ticket shall bear the name and address of the holder, the number of the ticket, the raffle license number issued for the occasion and the identification number of the organization.

6. Off Premise 50/50 Cash Raffle – same as above except for item “c” shall read the statement: “This is a 50/50 Cash Raffle and the winner will receive 50% of the amount received for all tickets or rights to participate.”

If the prize pool is to be divided among multiple winners, the ticket must indicate the percentage of the prize pool that each winner will receive.

7. Fees due to LGCCC and Borough of Franklin Lakes
 - a) Off-Premise Raffle
 - \$20.00 for each \$1,000.00 or part thereof of the retail value of the prize (i.e. a raffle with the total amount of prizes being \$2,559.00 would pay LGCCC \$60.00 and the Borough \$60.00). Fees are due at the time the application is filed with the Municipal Clerk.
 - b) Off-Premise 50/50 Raffles
 - \$20.00 fee shall be paid to LGCCC and \$20.00 to the Borough at the time the application is filed. In the event that the awarded prize exceeds \$1,000.00, then an additional fee of \$20.00 per thousand or part thereof in value of the awarded prize shall be forwarded to LGCCC together with the Raffle Report of Operations form.
 - c) On-Premise Raffles (a raffle conducted in which all tickets are sold only at the event and not prior to the event).
 - \$20.00 to LGCCC and \$20.00 to the Borough for each day a drawing is to be held.

Two separate checks are needed one payable to Legalized Games of Chance Control Commission and the second to the Borough of Franklin Lakes.

8. Prohibited Prizes
 - a) No licensee shall offer any prize of real estate or an interest therein, bonds, stocks, securities, weapons, live animals, personal or professional services, foreign or domestic coins, or any other merchandise refundable in any of the foregoing or in money or cash.
 - b) No prize consisting of cash or money may be offered or awarded except in the case of a 50/50 Cash Raffle.
9. Raffle Report of Operations – the Report of Operations shall be on a form provided by the LGCCC. The Report shall contain the following information.
 - a) Gross receipts derived from each game
 - b) Expenses incurred or paid and a description of the merchandise purchased or the services rendered therefore
 - c) Net profit from each game and the uses to which the net profit has been or will be applied
 - d) A list of the prizes offered or given and their respective values
 - e) The licensee shall file one copy of the report with the LGCCC no later than the 15th day of the calendar month immediately following the calendar month in which the

licensed activity was held.

- f) Off-Premise Raffle licensees shall secure from the printer of tickets a certificate showing:
- The number of tickets printed
 - The first and last numbers used
 - That the tickets were consecutively numbered
 - A sample of the actual ticket