

BOROUGH OF FRANKLIN LAKES
MUNICIPAL CLERK'S OFFICE
201-891-4000 x1200

PROCEDURE FOR OBTAINING A RAFFLE LICENSE

Visit franklinlakes.org/raffles for more information.

When submitting your application, you **must** bring the following:

- Original LGCCC Certificate
- 4 original applications
- 1 original affidavit
- 2 checks with appropriate fees due

1. **LGCCC Certificate:** Applicants must produce the original registration certificate issued by the State of New Jersey Legalized Games of Chance Control Commission (LGCCC).
2. **Application:** Four original, notarized copies of the application must be filed with the Borough 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. **Affidavit:** 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 a crime. Only one affidavit is required.
4. **Fees due to LGCCC and Borough of Franklin Lakes:** Two separate checks are needed: one payable to Legalized Games of Chance Control Commission and the second payable to the Borough of Franklin Lakes.
 - a) **Off-Premise Merchandise 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. A check in the same amount is due to the Borough of Franklin Lakes with a copy of the Raffle Report of Operations.
 - 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.

The Municipal Clerk cannot issue the Raffle License for a minimum of fourteen (14) days to allow the LGCCC to review the raffle application. This means that organizations cannot have tickets printed until receipt of the approved raffle license.

Off-Premise Raffles: An Off-Premise raffle is any raffle where tickets are sold prior to the date of the raffle. Off-Premise raffles require a sample ticket to be submitted along with the application. Please complete the attached sample ticket to ensure all information is included.

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.

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.

Raffle Report of Operations: After the raffle has been conducted, a Report of Operations must be submitted to the LGCCC with any additional fees due. A copy of report must be provided to the Borough Clerk, along with any additional fees due. The Report of Operations can be accessed at franklinlakes.org/raffles.

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-right: 1px solid black; width: 25%; text-align: center; vertical-align: middle;">Name</td><td style="border-right: 1px solid black; width: 25%; text-align: center; vertical-align: middle;">Address</td><td style="border-right: 1px solid black; width: 25%; text-align: center; vertical-align: middle;">State City</td><td style="width: 25%; text-align: center; vertical-align: middle;">ZIP code</td></tr><tr><td style="border-right: 1px solid black; text-align: center; vertical-align: middle;">Telephone Number</td><td colspan="3" style="text-align: center; vertical-align: middle;">Municipal RL #</td></tr><tr><td style="border-right: 1px solid black; text-align: center; vertical-align: middle;">NJ LGCCC Identification#</td><td colspan="3" style="text-align: center; vertical-align: middle;">Municipal RL #</td></tr></table> <p style="text-align: center; margin-top: 10px;">Ticket #</p>	Name	Address	State City	ZIP code	Telephone Number	Municipal RL #			NJ LGCCC Identification#	Municipal RL #			<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; text-align: center;">NJ LGCCC Identification #</td><td style="width: 50%; text-align: center;">Municipal RL #</td></tr><tr><td colspan="2" style="text-align: center;">Name of Organization</td></tr><tr><td style="text-align: center;">List of Prizes</td><td style="text-align: center;">Retail Values</td></tr><tr><td colspan="2" style="text-align: center;">Location of Drawing (Street Address, City, State, ZIP)</td></tr><tr><td style="text-align: center;">Date of Drawing</td><td style="text-align: center;">Time of Drawing</td></tr><tr><td colspan="2" style="text-align: center;">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="text-align: center;">Price of Ticket</td><td style="text-align: center;">Ticket #</td></tr></table>	NJ LGCCC Identification #	Municipal RL #	Name of Organization		List of Prizes	Retail Values	Location of Drawing (Street Address, City, State, ZIP)		Date 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
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">Name</p> <hr/> <p style="text-align: center;">Address</p> <hr/> <p style="text-align: center;">State ZIP code</p> <hr/> <p style="text-align: center;">City</p> <hr/> <p style="text-align: center;">Telephone Number</p> <hr/> </div> <div style="width: 50%;"> <p style="text-align: center;">Municipal RL #</p> <hr/> <p style="text-align: center;">NJ LGCCC Identification#</p> <hr/> </div> </div> <p style="text-align: center; margin-top: 10px;">Ticket #</p>	<div style="display: flex; justify-content: space-between;"> <p style="width: 45%;">NJ LGCCC Identification #</p> <p style="width: 50%;">Municipal RL #</p> </div> <hr/> <p style="text-align: center;">Name of Organization</p> <hr/> <p style="text-align: center;">50/50</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> <hr/> <p style="text-align: center;">Location of Drawing (Street Address, City, State, ZIP)</p> <hr/> <div style="display: flex; justify-content: space-between;"> <p style="width: 45%;">Date of Drawing</p> <p style="width: 50%;">Time of Drawing</p> </div> <hr/> <p style="text-align: center;">Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made."</p> <hr/> <div style="display: flex; justify-content: space-between;"> <p style="width: 45%;">Price of Ticket</p> <p style="width: 50%;">Ticket #</p> </div>

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