

OFFICE OF THE BOROUGH CLERK  
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KAREN R. SIANO, MMC, BOROUGH CLERK

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## INSTRUCTIONS FOR RAFFLE LICENSES

1. Please submit four (4) signed and notarized copies of the **RAFFLE LICENSE APPLICATION** to be found at <http://www.state.nj.us/lps/ca/lgccc/raffleapp.pdf>.
2. Please submit your **MATCHING RAFFLE LICENSE FEES** to both the "Borough of Eatontown" and the "NJ LGCCC" via separate checks or money orders. Fee information can be found at [http://www.state.nj.us/lps/ca/lgccc/lgc\\_licensefees.htm](http://www.state.nj.us/lps/ca/lgccc/lgc_licensefees.htm).
3. Please submit a current **CRIMINAL HISTORY BACKGROUND CHECK** for the member in charge of games listed in Section F of the application. If you need to obtain a background check, please use this form, Form A: [http://www.njsp.org/info/pdf/032608\\_uiversforma.pdf](http://www.njsp.org/info/pdf/032608_uiversforma.pdf), filling in block (8) Miscellaneous with the words "Raffle License". Morpho Trak, a private company providing fingerprinting services under contract with the NJ State Police, will charge you a fee of \$41.00. Please view complete instructions at [http://www.state.nj.us/lps/ca/lgccc/chbc\\_instruct.pdf](http://www.state.nj.us/lps/ca/lgccc/chbc_instruct.pdf).
4. Please bring your organization's original and valid **NJ LGCCC REGISTRATION CERTIFICATE** for viewing by the Borough Clerk's office when applying, and also submit a copy with your application. The date of your raffle must occur before the expiration date of your registration certificate. Info on this document can be found here: [http://www.state.nj.us/lps/ca/lgccc/lgc\\_registration.htm](http://www.state.nj.us/lps/ca/lgccc/lgc_registration.htm).
5. Please submit a **PRINTER'S CERTIFICATE**, a copy of the ticket, or the required ticket info on the Sample Ticket form if applicable. For a cash raffle, use this form: <http://www.state.nj.us/lps/ca/lgccc/apps/rafflcas.pdf>. For a merchandise raffle, use this form: <http://www.state.nj.us/lps/ca/lgccc/apps/rafflmer.pdf>.
6. We can **ISSUE YOUR RAFFLE LICENSE FOURTEEN (14) CALENDAR DAYS** after receiving your completed application and all required documents, as long as the State has made no comment on your application. We will mail the license to the member in charge listed on the application.
7. If you need to **FILE AN AMENDMENT** to the issued license, such as to change the date of the event, please file this form <http://www.state.nj.us/lps/ca/lgccc/amendapp.pdf>.
8. When your raffle is over, please file this **REPORT OF OPERATIONS** according to the State's directions: <http://www.state.nj.us/lps/ca/lgccc/apps/RaffleReport.pdf>. If you owe more fees than you originally paid, please make sure to forward a matching fee to both the Borough of Eatontown and the NJ LGCCC.
9. For more **DETAILED INFORMATION**, please visit the State's website, NJ Legalized Games of Chance Control Commission (LGCCC) at <http://www.state.nj.us/lps/ca/lgccc/index.htm>.
10. Please **CALL US** (732-389-7601) or **VISIT US** (47 Broad Street) or go to our **WEBSITE** ([www.eatontownnj.com](http://www.eatontownnj.com)) for any questions you may have. Thank you!