



DIVISION OF CHARITY BINGO

GEORGIA PRE-LICENSE BINGO CHECK LIST

New License Application

TO BE PROVIDED BY THE APPLYING ORGANIZATION TO SOS:

- () Bingo Application Form Completed
- () License Fee (\$100.00) Provided
- () Copy of Organization's Charter / Incorporation Papers
- () Copy of Organization's Constitution and By-Laws
- () IRS Exemption Letter – Determination of Non-Profit Organization
- () Georgia Sales Tax Registration Documentation /State Sales Tax Number
- () Location of Street Address Where Bingo Sessions Will Be Conducted
- () Copy of Organization's Lease for Bingo Location
- () Current Financial Statement of Organization
- () Source of Funds for Bingo Operation
- () Names, Addresses, Telephone Contact, Credit Account Numbers Info for all Organization Creditors
- () Copies of Contracts for Leases for Bingo Equipment or Statement of Ownership
- () Georgia Bingo Personal History and Background Forms for each Officer and Bingo Worker
- () Each Officer and Bingo Worker must be fingerprinted through the GAPS Program
- () A List of all Current Organization Members
- () A Valid Email Address for the Organization to Send and Receive Communications, Newsletters, Etc.
- () Letter of Good Standing from the State or National Organization that the Applicant is Affiliated (where applicable).
- () Copy of the Fire Marshall's Certificate of Occupancy for the Proposed Bingo Location.

TO BE COMPLETED BY SOS:

- () Location and Equipment Checked
- () Lease and Location Usage Verified
- () Interview with Applicant
- () Local Criminal History - Intelligence Check