



DIVISION OF CHARITY BINGO

214 State Capitol
Atlanta, Georgia 30334
bingo@sos.ga.gov

STATE OF GEORGIA
APPLICATION FOR RENEWAL OF LICENSE TO
OPERATE NONPROFIT BINGO GAMES

FOR DIVISION OF CHARITY BINGO USE ONLY

LICENSE NO.: _____

ISSUE DATE: _____

LICENSE FEE: \$100.00

ALL AREAS OF THIS APPLICATION MUST BE COMPLETED - EITHER TYPED OR PRINTED LEGIBLY

NAME OF ORGANIZATION	CHAPTER/POST/LODGE NO.	PRESENT LICENSE NO.	
BUSINESS TELEPHONE NUMBER	BUSINESS FAX NUMBER	CONTACT EMAIL (REQUIRED)	
STREET ADDRESS	CITY	STATE	COUNTY LOCATED IN
MAILING ADDRESS	CITY	STATE	ZIP CODE
FEDERAL EMPLOYER ID NUMBER	GEORGIA SALES TAX NO.	STATE WITHHOLDING NUMBER	

BINGO OPERATIONS LOCATION DAYS AND HOURS

NAME OF FACILITY	ADDRESS :
<u>NORMAL DAYS OF BINGO OPERATIONS:</u>	<u>NORMAL HOURS OF BINGO OPERATION:</u>

DOES APPLICANT OWN THIS FACILITY? () YES () NO IF NOT, ATTACH A COPY OF THE CURRENT LEASE AGREEMENT FOR THE FACILITY AND COMPLETE THE NEXT TWO LINES.

NAME OF FACILITY	NAME OF OWNER	TELEPHONE NO.	COUNTY
MAILING ADDRESS	CITY	STATE	ZIP CODE

DOES THE OWNER OF THIS FACILITY HOLD A STATE LICENSE TO OPERATE A NONPROFIT BINGO GAME? () YES () NO

If applicant organization is a branch or chapter of a national organization (parent organization), is the applicant organization currently in good standing with its parent organization? Note: If applicant organization is under suspension or trusteeship by the parent organization, then a written letter of explanation regarding that action must accompany this renewal application. () YES () NO

PROVIDE THE FOLLOWING INFORMATION ON THE ACCOUNTANT WHO HANDLES THE FINANCIAL RECORDS OF THE ORGANIZATION

NAME	FIRM NAME				
STREET & MAILING ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NO.	ANNUAL (\$) FEE PAID

***ALL CURRENT OFFICERS AND BOARD MEMBERS OF THE ORGANIZATION ARE TO BE LISTED ON THE BACK OF THE RENEWAL FORM.**

PRIVACY ACT NOTIFICATION

The Privacy Act of 1974 provides that each state agency inform individuals from whom information is solicited as to the authority for the solicitation of such information and whether disclosure of the information is mandatory or voluntary. The principal purpose for soliciting such information is to administer State bingo laws and regulations. The completion of all appropriate items requested on the form is voluntary. The Georgia Code provides penalties for failure to file an annual return, failure to furnish or supply information required by law or regulation, and failure to provide requested information on standard forms or for furnishing fraudulent information on applications will cause denial of a license.

OATH

NOTE: Before signing this application, check the renewal application to ensure that all questions have been answered completely and correctly. Applicant officer understands that any license issued pursuant to this application is conditional upon the truth of the answers and statements made herein and that any false answers and statements herein shall constitute cause for suspension or revocation of any license issued pursuant to this application. Should any change occur during the year for which a license is issued pursuant to this application which would require a different answer to any question contained in this application, or any statement which is made a part of this application, such change must be reported as an amendment to this application as specified by Georgia Bureau of Investigation Rules. The failure to make such amendment shall be cause for the revocation of any license issued pursuant to this application. Indicate by signing below that this is fully understood.

I do solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a State license to operate nonprofit bingo games are true, and no false or fraudulent statement or answer is made herein to procure the granting of such license.

(Signature of Authorized Officer)	(Date)	(Printed Name & Title of Authorized Officer)
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BINGO LICENSE RENEWAL APPLICATION INSTRUCTIONS

The Georgia Secretary of State's website contains forms necessary to apply for the renewal of your license to operate bingo games. The both pages of the renewal application must be completed and signed. The application no longer needs to be notarized. Organizations submitting bingo renewal applications must ensure that the following are included on or with the application:

1. \$100.00 license fee (**certified check or money order payable to SOS**).
2. All bingo license renewal applications must include an email address, which will be used by the SOS Bingo to communicate with the licensed bingo organizations. It is suggested that the licensed organizations should consider establishing an email address for long term use with its bingo operations.
3. List of all **current** elected officers/directors/board members (as defined in the by-laws of organization) on the back of the application or attach a list which includes officer title, name of person holding each office, whether each officer has been approved by the SOS and a current address and contact telephone number for each officer.
4. Personal history statements cards should have been submitted within 15 days after an election, on any **new** officer/director/board member/worker listed on renewal form who assists with bingo or who has a vote on how bingo funds are spent. The Compliance Form should have been submitted within 15 days after election. **Your new license will not be mailed until all new officers/directors/board members have been cleared and your Compliance Form has been received by the SOS Bingo Unit.**
5. Applicant officer/worker fingerprinting is performed through the Georgia Applicant Processing Service (GAPS), which is conducted by Cogent Systems (visit their website at www.ga.cogentid.com).
6. A copy of a **current** building/space lease (if applicable) which covers the Bingo licensing period.

Renewal applications must be filed with all required documents and be postmarked by **October 31th of each year** to ensure applicants receiving a license for the following calendar year and prior to the expiration of the old license. Applications received without the required documentation will be returned to the applicant organization without processing. Applications received after the deadline may not be processed before January 1 of the next calendar year.

If you have any questions, contact the Division of Charity Bingo at 214 State Capitol, Atlanta, Georgia 30334 or email bingo@sos.ga.gov.