



Organizations that wish to conduct Bell Jars, Raffles, Las Vegas Nights and/or Bingo must register with the *Division of Charitable Gaming* to secure an identification number (I.D.) prior to the issuance of a license by the municipal clerk. *Please note that your event should not be scheduled until the organization has received approval from the NYS Gaming Commission.*

**PLEASE REVIEW THE GUIDELINES FOR RUNNING RAFFLES ON OUR WEBSITE
PRIOR TO APPLYING FOR AN IDENTIFICATION NUMBER.
THERE IS NO CHARGE FOR THE REGISTRATION PROCESS.**

Process For Registering Your Organization:

Step #1: Complete the Form 1A (Application for Registration and Identification Number) marking the appropriate box for “new” and the programs(s) to be conducted.

Step #2: Mail the completed original application and one photocopy, along with one set of the required supporting documents (see Form 1A for a description of the supporting documents required) to the address below to the attention of the *Division of Charitable Gaming*. Please retain a copy for your records. *Please note that if any one of the required documents are omitted from the package it will delay the processing.*

If the organization intends to utilize members of an auxiliary or affiliated organization to assist in the conduct of licensed games of chance and/or bingo, the auxiliary or affiliate must obtain its own identification number from the Commission.

Process for Updating Your Organization’s Registration Number:

Step #1: Complete the Form 1A (Application for Registration and Identification Number) marking the appropriate box for “update” and the programs to be conducted.

Step #2: Mail the completed original application and one photocopy to the *Division of Charitable Gaming* at the address below. Keep in mind that the required supporting documents listed on the last page of the application does not need to be included when updating the registration number.

All applicable forms, rules and regulations pertaining to the conduct of charitable gaming are available on the Charitable Gaming section of the Commission’s website at www.gaming.ny.gov.