



1A Application for Registration and Identification Number Instructions

Organizations domiciled within the State of New York that wish to conduct Bell Jars, Category 1 Raffles, Casino Nights and/or Bingo within New York State, must register with the **NYS Gaming Commission, Division of Charitable Gaming** to obtain a Games of Chance, and/or Bingo identification number **prior** to applying for a gaming license with your local licensing authority (the clerk of the city, town or village within which the organization is domiciled).

All forms, laws and regulations pertaining to the conduct of charitable gaming are available on the NYS Gaming Commission website at: <https://gaming.ny.gov/charitable-gaming>.

*Except for small raffles, gaming may not be conducted until you have received an identification number from the NYS Gaming Commission, Division of Charitable Gaming **and** a license from the local licensing authority.*

Process for Registering Your Organization:

Step 1: Complete the Form 1A (Application for Registration and Identification Number) marking the appropriate box for “new” or “update”, and the program(s) to be conducted. If you are applying for an identification number to sell raffle tickets, you are encouraged to review the **Guidelines for Conducting Raffles** prior to submitting your application. Raffle guidelines as well as all other guidelines, forms, applicable laws and regulations pertaining to the conduct of charitable gaming are available on the NYS Gaming Commission website at: <https://gaming.ny.gov/charitable-gaming>.

Note: Per Commission Rules 4601.1 and 4810.1, organizations that already have an identification number but have not been licensed to conduct any games in a year or more, are required to apply to the Division of Charitable Gaming and resubmit all supporting documents to update their identification number prior to applying for a current license from your municipal clerk.

Step 2: Mail the completed original application and copy, along with one set of the required supporting documents (see Form 1A for a description of the required supporting documentation) to:

**NYS Gaming Commission
Division of Charitable Gaming
PO Box 7500, 354 Broadway, Schenectady, NY 12301-7500**

The processing time for all applications is approximately six to eight weeks. The omission of required documents will delay the processing of the application. All applications must be notarized. If additional information is required, the applicant will be notified by mail.

Step 3: After the complete application is reviewed, the Division of Charitable Gaming will notify the applicant and local licensing authority by mail if the application is approved or denied.

If you have any questions regarding the status of your application, you may contact the Division of Charitable Gaming at: (518) 388-3300, by fax at (518) 347-1469 or email charitablegaming@gaming.ny.gov.

Note: Pursuant Commission Rules 4622.3 and 4820.3, no person shall assist in the conduct/operation of bingo and games of chance, respectively, except a bona fide member of the licensed authorized organization or a bona fide member of an organization which is an auxiliary or an affiliate of the licensee organization and that has obtained a bingo and/or games of chance identification number from the Gaming Commission.