



**WASHINGTON STATE GAMBLING COMMISSION**  
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## CHARITABLE / NONPROFIT ADD AN ACTIVITY

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### THIS PACKET CONTAINS:

- The basic *Charitable / Nonprofit Add an Activity* ([GC4-029](#));
- An explanation of license class structure ([GC5-144](#));
- *Training Requirements for All Applicants* ([GC5-017](#)) letter (See WAC [230-03-070](#).); and
- A license fee schedule ([GC5-055 FS](#)).

### GENERAL INFORMATION:

- Should you fail to respond to a written request for additional information, documentation, and / or fees within thirty (30) days, we may begin administrative closure of your application. In that case, we will close your file without further action.
- If you decide to voluntarily withdraw your application, or the commission staff seeks a denial based on non-qualification, your fees will be refunded less the amount necessary to process your file (see [WAC 230-05-001](#)).
- Remember, it is your responsibility to report any changes to the information filed with your original or renewal applications. For reporting requirements, please review *License Application Reporting Summary* ([GC5-018](#)).

### BASIC APPLICATION INSTRUCTIONS:

1. It is extremely important that you read and understand all instructions and questions. Complete all areas and attach all required forms and documents.
2. If some areas are unclear or you are in doubt, please call.
3. Mail or deliver the completed application and appropriate fee(s) to the address on the front page. Once the application and fees have been received, additional documentation can be sent via fax or email.





