



**WASHINGTON STATE GAMBLING COMMISSION**  
LOCATION: 4565 7th Avenue SE, Lacey WA 98503  
MAILING ADDRESS: P.O. Box 42400, Olympia WA 98504-2400  
TELEPHONE: 360-486-3440 / FAX NUMBER: 360-486-3631  
IN-STATE TOLL-FREE: 1-800-345-2529 / WEB SITE: [www.wsgc.wa.gov](http://www.wsgc.wa.gov)

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## **CHARITABLE / NONPROFIT ORGANIZATION – ENHANCED RAFFLE PACKET**

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### **THIS PACKET CONTAINS:**

- The basic *Enhanced Raffle Application* (GC4-008)
- *Training Requirements for All Applicants* (GC5-017) letter (see WAC 230-03-070)
- *Personal / Criminal History Statement* (BLS-700-301), *Financial Statement* (GC4-320), and *Source of Funds Statement* (GC4-321) forms
- *Fee Schedule – Bona Fide Charitable / Nonprofit Organization / Other Businesses* (GC5-055-FS)

### **GENERAL INFORMATION:**

- The information from this application and other requested documents are used to determine the qualification of your organization, premises, and members or employees involved in the management or operation of your proposed gambling activity.
- 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 base license fees will not be refunded. See WAC 230-05-136.
- A complete financial and criminal background investigation will be necessary on various members and officers of the organization. In addition, a premises visitation may be required.

### **BASIC APPLICATION INSTRUCTIONS:**

1. All forms in this packet may be copied for your use. A copy of this application is also on our web site.
2. Washington Administrative Code (WAC) citations are noted throughout this application. When cited, refer to Title 230 WAC, Gambling Commission, for clarification. See RCW 9.46.0209 for qualifications of "Bona fide charitable or nonprofit organizations" in relation to gambling activities.
3. You must register with SecureAccess Washington (SAW) and add our service prior to licensure.
4. The base license fees for this application are listed on the *Fee Schedule* (GC5-055-FS). In addition to the base license fee(s), you will have to submit Quarterly License Reports (QLR) with Quarterly License Fees (QLF), if required, based on your Gross Gambling Receipts (GGR).
5. The Commission may assess additional amounts to cover inspections and investigations necessary for licensing. See RCW 9.46.070(5). These costs will be determined, and are payable, during the financial investigation phase of the application process.
6. The Commission cannot act on your application if proper fees have not been paid.
7. It takes about 60 to 90 days to process an application.
8. Each license applicant is evaluated on an individual basis. Even if you were licensed before, do **NOT** answer any question with the words "on-file".
9. If you have any questions about this application – please call us at 1-800-345-2529 (in-state only) or 360-486-3440, ext. 2332, to speak with a Licensing Specialist.









