



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
WEBSITE: www.wsgc.wa.gov

CHARITABLE / NONPROFIT ADD AN ACTIVITY PACKET

THIS PACKET CONTAINS:

- The *Charitable / Nonprofit Add an Activity* (GC4-029);
- *Training Requirements for All Applicants* (GC5-017) letter (See WAC 230-03-070); and
- *Fee Schedule – Bona Fide Charitable / Nonprofit Organization / Other Businesses* (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 administratively closes or denies your application, your base license fee(s) may not be refunded. See WAC 230-05-136.
- 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 important that you read and understand all instructions and questions.
2. Mail or deliver the completed application, all required attachments, and appropriate fee(s) to the address on the front page.
3. If you have any questions about this application – please call a Licensing Specialist at 1-800-345-2529 (in-state only) or 360-486-3440, ext. 2334.

