

NEW HAMPSHIRE LOTTERY COMMISSION

INVESTIGATION & COMPLIANCE DIVISION



LICENSING WELCOME PACKET FOR BINGO & LUCKY 7

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COMMERCIAL BINGO HALL LICENSE

COMMERCIAL BINGO HALL HOST HALLS/SHARED BINGO

DEFINITION OF A COMMERCIAL BINGO HALL:

Any hall owned or leased by an individual, corporation, realty trust, partnership, association, or any other person who rents or leases the hall to a charitable organization for the operation of bingo games, excluding halls owned by any charitable organization or governmental subdivision.

APPLICATION:

Application can be found at: <https://www.racing.nh.gov/licensing/bingo-lucky/documents/commercial-hall.pdf>

SUPPORTING DOCUMENTATION:

- When the applicant is **NOT** the property owner, submit a copy of the lease agreement between the property owner and the individual/entity operating the commercial hall that clearly indicates the following:
 - The applicant has control of the property; and
 - The owner is aware that Bingo events will be held at the facility.
- Copies of all rental agreements between the commercial hall and charitable organizations playing at the commercial hall.

LICENSE FEE:

\$250.00 (NH Lottery Commission accepts cash, check or money order for licensing fees.)

LICENSE LENGTH:

1 fiscal year (July 1 – June 30)

APPLICATION AND ALL SUPPORTING DOCUMENTATION SHOULD BE MAILED TO:

**NH LOTTERY COMMISSION
14 INTEGRA DRIVE CONCORD, NH 03301**

CHARITABLE ORGANIZATION LICENSE



DEFINITION OF A CHARITABLE ORGANIZATION:

Any bona fide religious, charitable, civic, veterans', fraternal, or church organization, including police and firemen's organizations and houses of worship which shall have been registered with the NH Secretary of State for at least one year and in existence and organized under the laws of this state for at least one year in a town or city in this state.

ELIGIBILITY REQUIREMENTS:

An organization is eligible to receive a charitable organization license if they have been registered and in good standing with the NH Secretary of State for at least 1 year, is tax exempt with the IRS under one of the following categories 501(c)3, 4, 7, 8, 10 or 19, and if applicable be registered and in good standing with the NH Charitable Trusts Unit.

MONTHLY BINGO CHARITY APPLICATION:

Application can be found at: <https://www.racing.nh.gov/licensing/bingo-lucky/documents/bingo-application.pdf>

MONTHLY/ANNUAL LUCKY 7 CHARITY APPLICATION:

Application can be found at: <https://www.racing.nh.gov/licensing/bingo-lucky/documents/lucky-7-application.pdf>

SUPPORTING DOCUMENTATION:

- Documentation of registration with the New Hampshire Secretary of State, that includes the registration number, and indicates that the organization has been registered to do business in

New Hampshire for at least 1 year. For more information contact the New Hampshire Secretary of State's Corporate Division, or go to http://sos.nh.gov/Corp_Div.aspx;

- Documentation confirming the organization's federal tax-exempt status. Such documentation must indicate the 501(c) category that the organization falls under;
- If the organization is required by RSA 7:19-32-b to register with the NH Department of Justice's Charitable Trust Unit, a copy of the organizations certificate of registration or similar documentation that confirms registration and includes the organization's registration number. For more information, contact the Charitable Trust Unit, or go to <http://doj.nh.gov/charitable-trusts/>;
- A letter that describes the organization's charitable purpose that meets the requirements on the application's instructions;
- A current list of all members that meets the requirements on the application's instructions;
- A copy of the organization's Game Schedule (*for bingo only*) that meet the requirements on the application's instructions;
- A copy of the organization's House Rules (*for bingo and or lucky 7*) that meet the requirements on the application's instructions; and
- Copies of any contracts or agreements for gaming related services being provided.

LICENSE FEE:

- Monthly Bingo Charity - \$25.00-\$250.00 (*\$25.00 per game date, max 10 game dates per month*)
- Monthly Lucky 7 Charity - \$10.00 per month
- Annual Lucky 7 Charity - \$120.00

(NH Lottery Commission accepts cash, check or money order for licensing fees.)

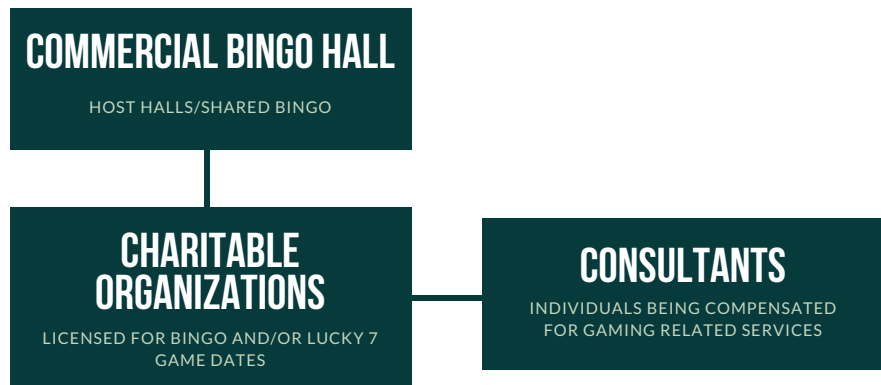
LICENSE LENGTH:

- Monthly Bingo Charity - monthly license
- Monthly Lucky 7 Charity - monthly license
- Annual Lucky 7 Charity - 1 calendar year (January 1 - December 31)

APPLICATION AND ALL SUPPORTING DOCUMENTATION SHOULD BE MAILED TO:

**NH LOTTERY COMMISSION
14 INTEGRA DRIVE CONCORD, NH 03301**

CONSULTANT LICENSE



DEFINITION OF A CONSULTANT:

Any individual who is hired by or otherwise receives compensation from a charitable organization, whether in the form of money or any other item of value, to provide gaming related services.

WHEN A LICENSE IS REQUIRED:

A "gaming consultant" license is required if the individual is being compensated for any of the following gaming related services:

- Consultation;
- Managing the Gaming Operation;
- Assistance with the operation of Bingo games (includes callers), or the sale of Lucky 7 tickets;
- Recordkeeping;
- Filing forms and reports with the NH Lottery Commission;
- Advertising;
- Security; and
- Handling, managing, overseeing or disbursing any of the funds derived from the operation of the charitable games.

Per RSA 287-E:7, an individual must be 18 years of age or older to qualify as a Gaming Consultant.

APPLICATION:

Application can be found at: <https://www.racing.nh.gov/licensing/bingo-lucky/documents/consultant-application.pdf>

SUPPORTING DOCUMENTATION:

- Copies of all written agreements for consulting services.

LICENSE FEE:

\$100.00 (NH Lottery Commission accepts cash, check or money order for licensing fees.)

LICENSE LENGTH:

1 year from issuance

APPLICATION AND ALL SUPPORTING DOCUMENTATION SHOULD BE MAILED TO:

**NH LOTTERY COMMISSION
14 INTEGRA DRIVE CONCORD, NH 03301**

MANUFACTURER LICENSE



DEFINITION OF A MANUFACTURER:

Any person who manufactures, builds, rebuilds, fabricates, assembles, produces, programs, designs, or otherwise makes modifications to any bingo cards, sheets or associated equipment for use or play in this state. The term includes manufacturers of shared carryover coverall equipment.

APPLICATION:

Application can be found at: <https://www.racing.nh.gov/licensing/distrib-manufact/documents/manufacturer-application.pdf>

SUPPORTING DOCUMENTATION:

- Surety bond, obtained in accordance with RSA 287-E:23, III. Bond obligee **MUST** be "NH LOTTERY COMMISSION" and the amount of the bond must be for \$50,000.00.

LICENSE FEE:

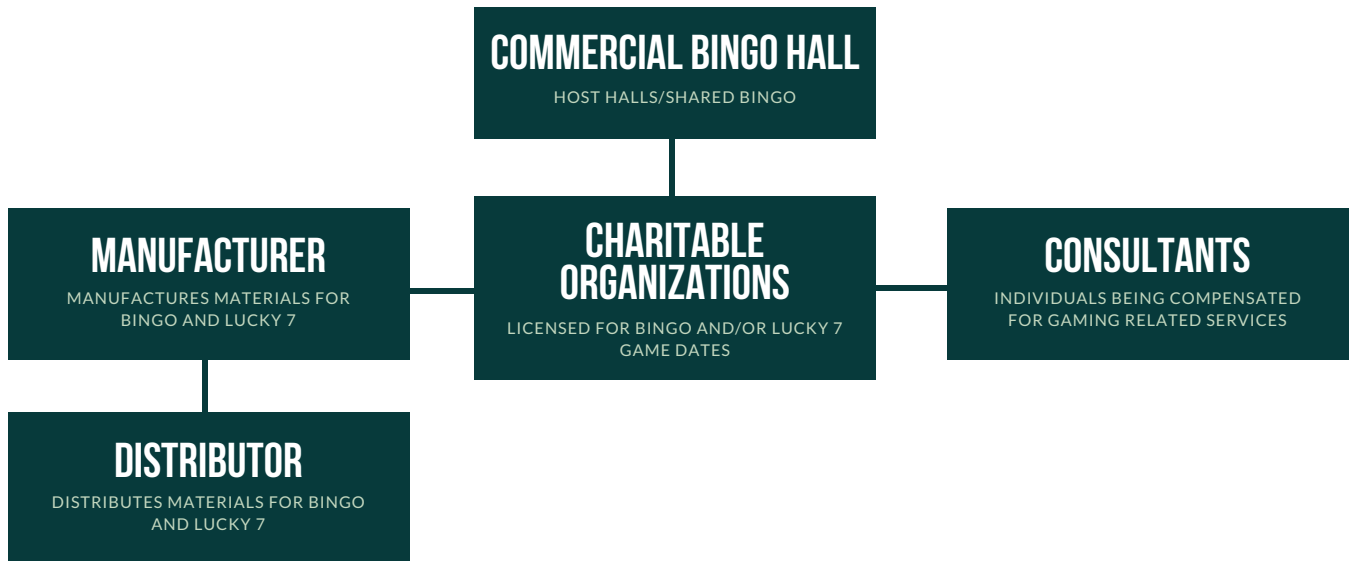
\$5,000.00 (NH Lottery Commission accepts cash, check or money order for licensing fees.)

LICENSE LENGTH:

1 fiscal year (July 1 - June 30)

**APPLICATION AND ALL SUPPORTING DOCUMENTATION SHOULD BE MAILED TO:
NH LOTTERY COMMISSION
14 INTEGRA DRIVE CONCORD, NH 03301**

DISTRIBUTOR LICENSE



DEFINITION OF A DISTRIBUTOR:

Any person who sells, leases, offers or otherwise provides, distributes, or services any bingo cards or associated equipment for use or play in this state. This term includes shared carryover coverall service providers.

APPLICATION:

Application can be found at: <https://www.racing.nh.gov/licensing/distrib-manufact/documents/distributor-application.pdf>

SUPPORTING DOCUMENTATION:

- Surety bond, obtained in accordance with RSA 287-E:23, III. Bond obligee **MUST** be "NH LOTTERY COMMISSION" and the amount of the bond must be for \$50,000.00.

LICENSE FEE:

\$10,000.00 (NH Lottery Commission accepts cash, check or money order for licensing fees.)

LICENSE LENGTH:

1 fiscal year (July 1 - June 30)

APPLICATION AND ALL SUPPORTING DOCUMENTATION SHOULD BE MAILED TO:

**NH LOTTERY COMMISSION
14 INTEGRA DRIVE CONCORD, NH 03301**

FINANCIAL REPORTING

MONTHLY FINANCIALS & PAYMENT

Charitable organizations are responsible for the submission of bingo and or lucky 7 monthly financial reporting documents and payment. The financial reports show the breakdown totals for each licensed charity by month.

FORMS:

Monthly financial reporting documents can be found at: <https://www.racing.nh.gov/forms-pubs/financial-state.htm>

SUBMISSION DETAILS:

- Monthly bingo and or lucky 7 financial reporting documents **without taxes due** must be emailed, faxed or mailed to the Investigation & Compliance Division Licensing Department no later than 15 days from the last game date played.

Licensing Departments Email: licensing@lottery.nh.gov

Fax: 603-271-6289

Address: 14 Integra Dr. Concord, NH 03301

- Monthly bingo and or lucky 7 financial reporting documents **with taxes due** must be mailed along with payment to the Investigation & Compliance Division Licensing Department no later than 15 days from the last game date played.

Address: 14 Integra Dr. Concord, NH 03301

(NH Lottery Commission only accepts checks for taxes that are due.)

- Annual lucky 7 financial reporting documents must be emailed, faxed or mailed to the Investigation & Compliance Division Licensing Department no later than 90 days from the previous game month.

Licensing Departments Email: licensing@lottery.nh.gov

Fax: 603-271-6289

Address: 14 Integra Dr. Concord, NH 03301

For more information about completing these forms, please refer to the instructions that accompany the form on the website.

DEADLINES NEED TO KNOW INFORMATION

COMMERCIAL BINGO HALL APPLICATION

New - Submitted ASAP

Renewing - Submitted 45 days before current license expires

CHARITABLE ORGANIZATION APPLICATION

New Monthly Bingo and or Lucky 7 - Submitted ASAP

Monthly Bingo and or Lucky 7 Renewing - Submitted 15-45 days before current license expires

New Annual Lucky 7 - Submitted ASAP

Annual Lucky 7 Renewing - Submitted 15-45 days before current license expires

CONSULTANT APPLICATION

New - Submitted ASAP

Renewing - Submitted 45 days before current license expires

MANUFACTURER APPLICATION

New - Submitted ASAP

Renewing - Submitted 45 days before current license expires

DISTRIBUTOR APPLICATION

New - Submitted ASAP

Renewing - Submitted 45 days before current license expires

MONTHLY BINGO AND OR LUCKY 7 FINANCIAL REPORT WITHOUT TAXES DUE

Emailed, faxed or mailed no later than 15 days from the last game date played

MONTHLY BINGO AND OR LUCKY 7 FINANCIAL REPORT WITH TAXES DUE

Mailed with payment no later than 15 days from the last game date played

ANNUAL LUCKY 7 FINANCIAL REPORT

Emailed, faxed or mailed no later than 90 days from the previous game month

DISTRIBUTOR REPORT

Mailed with payment no later than 15 days from the date of the deals being delivered

WHO TO CONTACT

INVESTIGATION & COMPLIANCE DIVISION

DIRECTOR

Valerie King
603-230-3108
Valerie.A.King@lottery.nh.gov

ADMINISTRATOR OF GAMING OPERATIONS

Joshua Santos
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Joshua.A.Santos@lottery.nh.gov

AUDITING SUPERVISOR

Leila McDonough
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LICENSING SUPERVISOR

Tonya Walsh
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ADMINISTRATIVE ASSISTANT I

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603-230-3110
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BINGO & LUCKY 7 LICENSING SPECIALIST

Katelyn Laskey
603-230-3101
Katelyn.R.Laskey@lottery.nh.gov

GAMES OF CHANCE LICENSING SPECIALIST

Rebekah St. Jacques
603-230-3100
Rebekah.A.StJacques@lottery.nh.gov