



BOROUGH OF ROCKLEIGH

26 Rockleigh Road
Rockleigh, NJ 07647-2706
Tel: 201-768-4217
Fax: 201-768-3355

PROCEDURE FOR RAFFLE PERMITS

- Our office will need to see the original organization's REGISTRATION IDENTIFICATION NUMBER form which you received from the Legalized Games Chance Control Commission. **This certificate must not be expired.**
- (1) Please fill out the attached application for raffle license completely. Our office needs **four (4)** copies of the completed application with original signatures on each copy. Please return all to the Borough of Rockleigh, 26 Rockleigh Road, Rockleigh, NJ 07647. **Note:** Please ensure the "Name of Applying Organization" matches the exact name of your LGCCC certificate. The Commission will reject your application if names are not identical on the application and/or any sample tickets submitted for review.
- (2) Also attached is a copy of the most recent fee schedule. Please make your check payable in the correct amount to the LEGALIZED GAMES OF CHANCE CONTROL COMMISSION. Note that each application for raffle license should have its own check, for example, one check for a 50/50 raffle and another for an on-premise merchandise raffle. An additional check should be issued to "Borough of Rockleigh" for the amount paid to the State. For example, if a \$20.00 check is made to the LGCCC, a \$20.00 check should be made payable to the "Borough of Rockleigh".
- (3) Complete and return the "Request For Criminal History Record Information For A Noncriminal Justice Purpose" form. The Northvale Police department will conduct this background check. (State regulation by the Legalized Games of Chance Control Commission).
- (4) After the Raffle has taken place you will need to send a copy of the Report of Raffles to the State Commission (not to the Municipality) for review by the 15th day of the month following the raffle event.

If you have additional questions, please call the above referenced number.