

Department of Licensing and Charitable Games Supplier License Application Checklist

1. APPLICATION NOTARIZED
2. LICENSE FEE (CHECK / MONEY ORDER)
3. CORPORATE CERTIFICATE OF GOOD STANDING
4. COPY OF SALES TAX LICENSE
5. COPY OF USE TAX REGISTRATION
6. LIST OF THREE BUSINESS REFERENCES
7. LIST OF SUPPLIERS AND MANUFACTURES
8. LIST OF OWNERS (NAME AND ADDRESS)
9. COMPLETE ENCLOSED DC POLICE CLEARANCE FORM FOR EACH OWNER AND OR OFFICER AND RETURN WITH APPLICATION.
10. CALL (202) 645-8071, LICENSING DEPARTMENT TO SET UP AN APPOINTMENT FOR BACKGROUND PROCESSING
11. CURRENT CERTIFIED PRICE LIST OF ALL PRODUCTS OFFERED
12. STATEMENT OF GROSS RECEIPTS (2ND YEAR AND THEREAFTER)
13. A FACSIMILE OF BUSINESS INSIGNIA OR LOGO
14. FINANCIAL (DISCLOSURE) STATEMENT
15. BOND

Name of Organization

Contact Person/Telephone Number/Email

SUPPLIER LICENSE APPLICATION

IF NOT COMPLETELY FILLED OUT, FORM WILL BE RETURNED
DELAYING LICENSING PROCESS.

DATE OF APPLICATION
MONTH DAY YEAR

1) NAME AND HOME OFFICE ADDRESS OF APPLICANT NAME _____ NUMBER, STREET AND ROOM _____	(OFFICE USE ONLY) APPROVE <input type="checkbox"/> DISAPPROVE <input type="checkbox"/> FEE PAID <input type="checkbox"/> DATE _____ MONTH DAY YEAR LICENSE # _____
2) CITY, STATE AND ZIP CODE _____ LOCATION OF WAREHOUSE (If same as above, indicate "Same") _____	6) DC RESIDENT AGENT REPRESENTING THE COMPANY, WHO IS AUTHORIZED TO BE SERVED LEGAL DOCUMENTS AND RECEIVE NOTICES, ORDERS AND DIRECTIVES OF DC LOTTERY AND COURTS OF THE DISTRICT OF COLUMBIA.
3) NUMBER, STREET, ZIP CODE _____ NAME _____	NAME _____
4) TYPE OF BUSINESS IN WHICH THE APPLICANT IS PRINCIPALLY ENGAGED. _____ DATE AND PLACE OF ORIGINAL ESTABLISHMENT OF APPLICANT BUSINESS. _____	NUMBER, STREET AND ROOM _____ _____
5) _____ MONTH DAY YEAR _____ CITY & STATE OR COUNTRY IF OTHER THAN U.S. _____ IF INCORPORATE, UNDER WHICH JURISDICTION _____	PHONE NUMBER _____ 7) NUMBER OF YEARS THE APPLICANT HAS BEEN IN BUSINESS SUPPLYING BINGO RAFFLE OR MONTE CARLO EQUIPMENT. _____
_____ Month Day Year _____ COUNTRY IF OTHER THAN U.S. _____	

- 8) HAS ANY OWNER, PARTNER OR OFFICER IN THE CORPORATION BEEN CONVICTED OF A FELONY, IN WHICH A PARDON HAS NOT BEEN GRANTED, OR BEEN RELEASED FROM PAROLE OR PROBATION FOR AT LEAST FIVE (5) YEARS PRIOR TO APPLYING FOR THIS LICENSE? YES NO
- 9) IS ANY PERSON EMPLOYED OR ACTIVE IN THE BUSINESS A PUBLIC OFFICER OR PUBLIC EMPLOYEE OF THE DISTRICT? YES NO
- 10) IS BUSINESS IN DEFAULT OF ANY TAXES OR OTHER OBLIGATIONS OWED TO THE DISTRICT OF COLUMBIA OR ANY OTHER STATE OR LOCAL GOVERNMENTS? YES NO (IF YES, PLEASE EXPLAIN).

THE FOLLOWING DOCUMENTATION IS REQUIRED FOR LICENSING:

- a) CORPORATE CERTIFICATES OF GOOD STANDING FROM THE D.C. DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS FOR APPLICANT BUSINESS AND AGENT REPRESENTING THE COMPANY.
- b) D.C. BASED FIRMS SUBMIT A COPY OF YOUR "SALES TAX LICENSE".
- c) OUT-OF-STATE FIRMS SUBMIT A COPY OF YOUR "USE TAX REGISTRATION" FROM THE DISTRICT OF COLUMBIA.
- d) A LIST OF THREE (3) BUSINESS REFERENCES: NAMES, ADDRESSES AND TELEPHONE NUMBERS.
- e) A LISTING OF THE NAME AND HOME ADDRESS OF EACH OFFICER, DIRECTOR, SHAREHOLDER, PARTNER OR OTHER PERSON WITH AN OWNERSHIP INTEREST IN THE APPLICANT BUSINESS.
- f) IF ANSWER TO NUMBER NINE ABOVE IS YES, PLEASE ATTACH A FINANCIAL (DISCLOSURE) STATEMENT ON A FORM PROVIDED BY DC LOTTERY
- g) A STATEMENT SHOWING THE GROSS RECEIPTS (IF ANY) REALIZED IN THE PRECEDING TWELVE MONTHS ON THE SALE OR RENTAL OF BINGO, RAFFLE, AND MONTE CARLO SUPPLIES AND EQUIPMENT TO LICENSED ORGANIZATIONS IN THE DISTRICT OF COLUMBIA. (FORM PROVIDED BY DC LOTTERY.)
- h) NAME AND ADDRESS OF ALL SUPPLIERS OR MANUFACTURERS OF SUPPLIES AND EQUIPMENT.
- i) A CERTIFIED PRICE LIST OF ALL PRODUCTS OFFERED FOR SALE OR RENT TO THE LICENSEES. (ANY PRICE CHANGES MUST BE SUBMITTED WITH RENEWAL APPLICATION REQUEST).
- j) POLICE CLEARANCE REPORTS FOR OWNERS AND OFFICERS ARE REQUIRED FROM THE DISTRICT OF COLUMBIA AND JURISDICTIONS(S) OF RESIDENCE AND THE BUSINESS.
- k) A FACSIMILE OF BUSINESS INSIGNA OR LOG TO BE IMPRINTED ON ALL SUPPLIES AND EQUIPMENT DISTRIBUTED IN THE DISTRICT OF COLUMBIA.
- l) YOUR BUSINESS WILL SUPPLY:

BINGO SUPPLIES AND EQUIPMENT: _____	MONTE CARLO SUPP/EQUIP: _____	CHARITY GAME TICKETS: _____	MONTE CARLO PERSONNEL: _____
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HAVE ANY OF THE INDIVIDUALS LISTED IN "e" ABOVE EVER FILED FOR AND/OR BEEN DISCHARGED IN BANKRUPTCY OR LAWSUIT IN THE LAST 10 YEARS?

YES NO (IF "YES" PLEASE ATTACH COPY OF DEBTOR DISCHARGE NOTICE)

LIST FOLLOWING DATA FOR EACH SUCH INDIVIDUAL:

NAME _____ LAST FIRST M	DOCKET NUMBER _____
NAME _____ LAST FIRST M	DOCKET NUMBER _____

A DULY EXECUTED BOND ON A FORM PROVIDED BY DC LOTTERY MUST BE ATTACHED TO EVERY SUPPLIERS APPLICATION.

I, HEREBY CERTIFY, UNDER PENALTY OF PERJURY THAT THERE ARE NO MISREPRESENTATIONS OR FALSIFICATIONS IN THE INFORMATION STATED IN THIS APPLICATION AND ATTACHED DOCUMENTS. I AM AWARE THAT FALSE OR MISLEADING STATEMENTS OR FAILURE TO ABIDE BY THE RULES AND REGULATIONS OF DC LOTTERY MAY BE CAUSE FOR REJECTION OR FOR REVOCATIONS OF MY LICENSE.

(DISTRICT OF COLUMBIA) ss:

Subscribed and sworn to before me this _____

day of _____, A.D. 20_____

Signature of Notary Public

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE / TITLE

City _____ State _____

My commission expires _____

**APPLICATION MUST BE ACCOMPANIED BY LICENSE FEE - PLEASE ALLOW FOUR (4) WEEKS FOR PROCESSING
CHECKS PAYABLE TO Office of Lottery and Gaming**

SUPPLIER

Charitable Games Division— License and Financial Guaranty Bond

Know All Men by These Present, that we, _____
_____ as Principal, and a corporation licensed to do business in
the District of Columbia as Surety, and held and firmly bound unto the Office of Lottery and
Gaming, hereinafter called Obligee, in the sum of
(\$ _____), lawful money of the United States, for the
payment whereof well and truly to be made we bind ourselves and each of us, and each of our
heirs, executors, administrators, successors and assigns, jointly and severally, firmly be these
present:

Whereas, the above-bounden Principal has made application to the Obligee for a
_____ license in accordance with Section 2-2523,
D.C. Code (1981) and is required to obtain a bond in accordance with Section 2-2525, D.C.
Code (1981).

Now, Therefore, the condition of this obligation is such that if the Principal shall conduct
themselves and their organization in accordance with the requirements of said Code, and
more specifically, shall faithfully discharge those privileges granted by the license, accurately
account for gross receipts, pay all expenses including fees and taxes and expend the net
proceeds according to law and award all prizes, then this obligation shall be null and void,
otherwise to be and remain in full force and effect.

Provided However, that the total liability of the Surety hereunder in no event is to exceed the
amount of this bond; and

Provided Further, that the liability of the Surety hereunder may be terminated by giving thirty
days written notice thereof, served either personally or by registered mail, to the Principal and
the Obligee, and upon giving such notice the Surety shall be discharged from all liability under
such bond for any act or omission of the Principal occurring after the expiration of thirty days
from the date of service of such notice.

Signed and Sealed with seals this _____ day of _____ 20_____

Witness

Principal

Witness

Surety