LOCAL PERMIT OR CHARITY LOCAL PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
LICENSING SECTION
SFN 17926 (08/2015)

Type: ☐ Local Permit *☐ Charity Local Permit

Permit Number

Name of Organization		Date(s) Authorized (Read instruction 2) Beginning to Ending	
Contact Person	Business Phone Number		
Mailing Address	City	State	Zip Code
Site Name	Site Address		
City	State	ZIP Code	County

Check the Game(s) Authorized: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit.

☐ Bingo ☐ Raffle ☐ Raffle Board ☐ Calendar Raffle ☐ Sports Pool ☐ Poker* ☐ Twenty-one* ☐ Paddlewheels*

Restriction:	If conducting a raffle, provide the date of the drawing(s):

Requirement: For a "Charity Local Permit," the organization must file a "Report on a Charity Local Permit" with the city or county auditor **and** Office of Attorney General within 30 days of the event.

Date	Signature of: ☐ City Auditor ☐ County Auditor	Printed Name of City or County Auditor	Auditor Telephone Number

Please see the instructions on the backside of this form on how to complete the Permit.
For a raffle or calendar raffle, read "Information Required to be Preprinted on a Standard Raffle Ticket" below.

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INFORMATION REQUIRED TO BE PREPRINTED ON A STANDARD RAFFLE TICKET:

1. Name of organization;
2. Ticket number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player, or option to convert a merchandise prize to a cash prize that is limited to the lesser of the value of the merchandise prize or six thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty dollars, an organization may state the total number of minor prizes and their total retail price;
5. For a licensed organization, print "office of attorney general" and license number. For an organization that has a permit, print the authorizing city or county and permit number;
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time of the drawing or drawings and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on a same day of the week or month, print the day and time of the drawing;
8. Location and street address of the drawing;
9. If a merchandise prize requires a title transfer involving the department of transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of a ticket or winning prize is restricted to a person of minimum age, a statement that a person must be at least "___" years of age to buy a ticket, or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an unguaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or six thousand dollars.

INSTRUCTIONS:

After a city or county governing board has authorized an organization to receive a local permit or charity local permit, the city or county auditor must complete this form.

1. Enter the city or county assigned “Permit Number.”
2. Enter the beginning and ending date(s) for which the permit is authorized.
   a. A permit must be on a fiscal year basis from July first to June thirtieth or on a calendar-year basis.
   b. For a “one time” raffle, the beginning and ending dates for “Date(s) Authorized” is the date of the prize drawing.
   c. A local permit can be issued for one or more events per year.
   d. If a local permit is issued for more than one event, enter the date of the first event as the “beginning” date and the date of the last event as the “ending” date.
   e. A permit may not be issued more than six months prior to the first raffle drawing date.
   f. A charity local permit may be issued for only one event per year. If the organization has received a local permit during the fiscal year, it may not receive a charity local permit. If the organization received a charity local permit during the fiscal year, it may not receive a local permit.
3. Enter any restriction placed on the organization, such as days of the week or designation of an area at a site where games may be conducted.
4. Provide a “Report on a Charity Local Permit” form to the organization. **(If a <u>Charity</u> Local Permit, <u>only</u>)**
5. Make two copies of the completed form. Provide the **original** form to the organization, keep one copy for the file and, within fourteen days of issuance, mail a copy to: OFFICE OF ATTORNEY GENERAL; LICENSING SECTION; 600 E BOULEVARD AVE - DEPT 125; BISMARCK ND 58505-0040.

If questions on the local permit or charity local permit process, please call: 1-800-326-9240