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CHECKLIST FOR ORGANIZATIONS COMPLETING THE APPLICATION FOR A CHARITABLE BINGO LICENSE

This checklist should be used to determine the items required for submission of a complete bingo application. Mark the box in front of the item described when it is completed or placed in the application packet. Please send these required items to the Ohio Lottery, Office of Charitable Gaming, 615 W. Superior Avenue, Cleveland, OH 44113-1879. On-line Applicants should have the required items below postmarked within 10 days of submitting an on-line application.

All Applicants

1. Items Required by all Paper Applicants (Note: Online Applicants will be directed to complete the appropriate forms.)

- Application for a Charitable Bingo License
- License Fee (See Instructions for details); make checks payable to the Treasurer – State of Ohio
- Attachment A – *If applying for a Type I or Type I & II license*
- Attachment B – *If applying for a Type III license(s)*
- Attachment C
- Attachment D-1 or Attachment D-2 – *See caption on Attachments*
- Attachment E-1 or Attachment E-2 – *See caption on Attachments*
- Attachment F – *If additional space is needed*

2. Additional Items required based on Applicant's Organizational Type

The following items or attachments (in the left hand column) are required as noted in the chart below. Determine the type of charitable organization that matches the manner in which the Applicant is organized and operated as indicated in the Bingo Application. Highlight or mark the vertical column beneath that Organizational Type. For every "X" in that column, look at the "Item Required" column for a description of the item needed.

Table 1 – On-line and Paper Renewal Applicants Only:

ITEM REQUIRED	Religious	Educational	Vol. Firefighters	Vol. Rescue Service	Service	Nonprofit Medical	Senior Citizen's	Youth Athletic	Youth Athletic Park	Amateur Athletic	Sporting	Veteran's	Fraternal
<i>Instant Bingo Contract with Owner/Lessor – Type III licenses</i>	X	X	X	X	X	X	X	X	X	X			
<i>Fundraising Contract with 501(c)(3) org. – Type III licenses</i>											X	X	X
<i>Copy of the lease(s) – If bingo premises are rented</i>	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Occupancy Permit (only required IF there is a location change from the previous year or a new location is added)</i>	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Township, City or County letter of recognition or ratification</i>			X										
<i>Statement confirming proper usage of playing fields per O.R.C. § 2915.01(CC)</i>									X				
<i>Certificate of good standing with state org.</i>												X	X

Table 2 – On-line and Paper Initial and New Renewal Applicants:

ITEM REQUIRED	Religious	Educational	Vol. Firefighters	Vol. Rescue Service	Service	Nonprofit Medical	Senior Citizen's	Youth Athletic	Youth Athletic Park	Amateur Athletic	Sporting	Veterans	Fraternal
<i>Instant Bingo Contract with Owner/Lessor – Type III licenses</i>	X	X	X	X	X	X	X	X	X	X			
Fundraising Contract with 501(c)(3) org. – <i>Type III licenses</i>											X	X	X
1 - Individual Organization's IRS Determination Letter OR 2 - A group letter issued to the state or national organization AND a subsequent letter from IRS to the individual organization verifying the organization is included in the group determination OR a letter or other verification from the state or national organization that the individual organization is included in the group (e.g. the certificate of good standing).	X	X	X	X	X	X	X	X	X	X	X	X	X
Occupancy Permit	X	X	X	X	X	X	X	X	X	X	X	X	X
Articles of Incorporation or Governing Instrument	X	X	X	X	X	X	X	X	X	X	X	X	X
Copy of the lease(s) – <i>If bingo premises are rented</i>	X	X	X	X	X	X	X	X	X	X	X	X	X
Township, City or County letter of recognition or ratification			X										
Statement confirming proper usage of playing fields per O.R.C. § 2915.01(CC)									X				
Certificate of good standing with state org.												X	X
Documentation/Verification of services, programs & activities of the Applicant	X	X	X	X	X	X	X	X	X	X	X		
Proof of continued existence in Ohio for the previous 2 years	X	X			X		X	X	X	X			
Proof of continued existence in Ohio for the previous 3 years											X		
Proof of continued existence in Ohio for the previous 5 years						X							
Proof of affiliation with a state or national sporting org.											X		