

# TREASURER'S OFFICE

County of Dauphin



## Eligible Organization GAMES OF CHANCE APPLICATION CHECKLIST

*Please review all items prior to submitting your application to avoid a delay in processing.*

The following items must be provided in order to obtain a Small Games of Chance License – a first-time license or a renewal. Organizations that do not provide the required items noted below may be ineligible to receive a license.

1. \_\_\_\_\_ **Payment:** Check drawn on the organization's account, money order or cashier's check made payable to "Dauphin County Treasurer". Credit card payments are accepted on the website: [www.dauphincounty.gov/smallgames](http://www.dauphincounty.gov/smallgames), a service fee applies. No cash is accepted.
2. \_\_\_\_\_ **Notarization:** The signature of an **executive officer or secretary, as defined in the bylaws**, must be affirmed by notarization.
3. \_\_\_\_\_ **Application Sections 1-12 and Schedule A-E:** All parts must be completed in their entirety.
4. \_\_\_\_\_ **Officers:** Use additional sheet if needed to list all officers of the organization, as listed in bylaws (if position is vacant note it as so)
5. \_\_\_\_\_ **Lease or rental agreement:** Attach copies of all written lease or rental agreements between the applicant and the premises upon which the games of chance will be conducted, if such premises are rented or leased. If premises are owned, please provide a copy of the deed.
6. \_\_\_\_\_ **Club Applicants – Department of Revenue Annual Report:** Club applicants with liquor license only, attach the most recent annual report filed with the PA Department of Revenue.
7. \_\_\_\_\_ **Monthly License:** In Section 10, state the first day of the 30-day period for which you wish to have the license issued. (No activity can take place prior to this date, including ticket sales or promotions and all activity must end 30 days from the date.)
8. \_\_\_\_\_ **Incorporated:** Attach a copy of the applicant's Articles of Incorporation or a copy of the organization's bylaws\*.  
**Non-incorporated:** Attach a copy of bylaws or other legal documents that define the organization's structure and purpose\*  
\*Organizations renewing their license only need to provide this if there has been a change in the past year.
9. \_\_\_\_\_ **Non-profit status:** Attach a copy of the applicant's Internal Revenue Service tax exemption approval letter or official documentation indicating the applicant is a non-profit charitable organization.

*Applications that do not include all necessary documentation will be held in the Treasurer's Office for 30 days in a pending status. After that time period, incomplete applications will be made inactive and payment will be returned to the organization.*