

State of Louisiana
Department of Revenue

JOHN BEL EDWARDS
Governor



KIMBERLY LEWIS ROBINSON
Secretary

MICHAEL LEGENDRE
Director

Distributors or Private Casino Contractors
2019 RENEWAL REQUIREMENTS
Application Deadline – May 11, 2018

If these guidelines are not followed, your RENEWAL APPLICATION will not be considered complete. Also, a civil penalty will be assessed if not submitted by deadline date.

Failure to submit your renewal application to the Office by **May 11, 2018** will result in a **\$500 civil penalty** being assessed by the Office in accordance with LAC §1787.A.6. In addition to any penalty, late submission of your renewal will result in the delay of the issuance of a license and further penalties.

***** ON-LINE CAPABILITIES ARE READY FOR YOUR ORGANIZATION*****

Your organization may now renew, amend, add/remove/amend employees, file reports, print copies of license, view invoices, and much more on line. Register your account and get started.

When renewing your organization's license on line remember you will need to mail the license fee along with the notarized first page of the application to the office. Also if your adding a new officer and/or stockholder you will need to submit (via fax, electronic mail and/or upload) a completed and signed "Company's Officials Information Sheet."

Your company **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after **June 30, 2018** until your company has received a printed license for the **2019** licensing year from the Office. Conducting gaming related activities without a license will result in the imposition of a civil penalty.

Incomplete applications are processed last.

The correct fee must be submitted with the application. Check should be attached to the application and made out to the Office of Charitable Gaming.

All sections of the application must be completed fully and legibly along with all requested data and attachments.

The application must be signed by the **authorized representative of the company and properly notarized**. A properly notarized application must be signed and dated on the **same date** as it is notarized.

Contributing to a better quality of life.

Office Of Charitable Gaming
617 North Third Street • Post Office Box 98502, Baton Rouge, Louisiana 70884-9502
Telephone (225) 925-1835 • Fax (225) 219-1910
www.ocg.louisiana.gov

A **Personal History** and **Financial Statement is required** for any new stockholder or investor owning more than 5% of the company, any new Officers or Directors, or if any significant changes have taken place. If your company's stockholders, Officers, or Directors had no significant changes to their previously submitted personal history or financial statements, they must indicate so on the Company's Officials Information Sheet. A new Personal History and Financial Statement must be submitted every three years.

A list of **all** Distributor Representatives must be submitted to the Office. If your company has any changes in employees or hires any new employees at any time during the license year, the Office must be notified **within 10 days.**

Employees of Distributors or Private Casino Contractors are not allowed to be working members of Organizations.

See the application form for additional requirements.

*****IMPORTANT NOTICE*****

It shall be the distributor's responsibility to ascertain that manufacturers are licensed by the Office prior to purchasing any gaming supplies for sale to organizations.

It shall, also, be the responsibility of each distributor to ascertain whether an organization has received its charitable gaming license before any gaming supplies are sold to that organization. Therefore, distributors shall require organizations to furnish a copy of their current license prior to sale of any gaming supplies. A list of approved licensees can be obtained on our website.

If you have any questions concerning any application information, please contact the Office at 1-800-562-9235 or locally at 225-925-1835. You may also visit our website at www.ocg.louisiana.gov.

****PLEASE NOTE OUR OFFICE HAS MOVED****

***** AND OUR FAX # HAS CHANGED ALSO*****

**OFFICE OF CHARITABLE GAMING
617 NORTH 3RD STREET
BATON ROUGE, LA. 70802
PHONE: 225-925-1835 (800) 562-9235
FAX : 225-219-1910**

**Mailing Address:
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