

State of Louisiana  
Department of Revenue

JOHN BEL EDWARDS  
Governor



KIMBERLY LEWIS ROBINSON  
Secretary

MICHAEL LEGENDRE  
Director

**Non-commercial Lessors  
(Non-profit Organization)  
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.

*If your first session is after the Month of September you will not have to submit your renewal application until at least 2 months prior to your first session. There may be a civil penalty if the office has not received your Organization's renewal 2 months prior to your first Session.*

\*\*\*\*\* THE NEW WEB SITE FOR ENTERING INFORMATION/RENEWALS IS NOW AVAILABLE ON- LINE \*\*\*\*\*

*You will be able to update information, change Officers, MIC's or Members Assisting and Renew Application. To access the web you can go to ([www.ocg.louisiana.gov](http://www.ocg.louisiana.gov)) and click on the on-line application, by doing it on line it speeds up the process and insures that you have entered the application on a timely manner. Please call if you need help and we will help you through the process. Please note that if you Change/Add Officers, Members In Charge via Web you will now have to print out a Participation Agreement and have them sign and then upload via the web, or have them send it in to us via mail now instead of having them fill out a page 2.*

Your organization **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after **June 30, 2018** until your organization 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.

*To Add/Delete or modify sessions if you play at a Commercial Hall these will/can be submitted by the locations (Hall) via the Web.*

**Incomplete and Untimely Applications received after the deadline date are processed last**

**Page 1 – Application**

1. The correct fee (\$75.00) must be submitted with the application. The check should be attached to the application, made out to the Office of Charitable Gaming and written on the **gaming account if you**

*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](http://www.ocg.louisiana.gov)

**apply via paper. If you complete via the web you will only need to send in the 1<sup>st</sup> page notarized and the invoice for \$75.00.**

2. The application must be signed by the **Member-in-Charge** of charitable games and the **duly elected President** of the organization, and be properly notarized. The Member-in-Charge and President must also be included on the **Organization Officials Information Sheet** (page 2/2a).
3. If you will be leasing your facility to other organizations for gaming activities, those organizations must have a valid lease agreement signed by both parties.

#### **Page 2 and 2-a – Official’s Information Sheet**

4. **If Application is submitted via web you will only need to submit Participation Agreements on Individuals that are new or have changes in position or moving from member assisting to member in charge or officer. If you fill out a paper application you will need to submit a Page 2 on all Officers, Board Members and Members in Charge.**
5. **All information submitted on your organization’s officers, directors and members must be complete, accurate and in accordance with the organization’s Articles/By-laws. Page 2 must list all officers and directors of the organization and members-in charge of charitable gaming activities. (INCORRECT OR INCOMPLETE INFORMATION WILL DELAY THE ISSUANCE OF A LICENSE.)**
6. All officers and directors will be considered MIC’s; however, list at least one official as Member-in-Charge and as many alternate Members-in-Charge as necessary to ensure at least one MIC is present at all games as provided by LA.R.S. 4:714 (D).
7. *Any changes in officers, directors, gaming management or members must be filed with the Office of Charitable Gaming within 10 days of the change on the Organization Officials Information Sheet or Organization Members Information Sheet as provided in LA R.S. 4:718 (E).*

#### **Page 3 – Members Assisting in Gaming Information Sheet**

8. Complete all information as requested.

#### **Page 4 – Session Schedule**

9. List the specific dates and times of your sessions on the appropriate form(s). **LIST THE STARTING TIME OF SESSION AS THE TIME YOUR ORGANIZATION WILL BEGIN TO SELL PAPER AND/OR PULLTABS. Enter the time of the session and circle AM/PM, Length and Add/Delete, as appropriate.**
10. **THE LESSOR MUST SIGN EACH PAGE OF THE SESSION SCHEDULE UNLESS THE LEASE AGREEMENT INCLUDES ALL DATES AND TIMES OF SESSIONS.**

**\*\*\*\*Other Required Attachments (NO EXCEPTIONS) \*\*\*\***

11. **A separate, complete roster of all officers and directors and a separate roster of all members must be submitted with the paper application.**

To be properly notarized, the application must be signed and dated on the **same date** that the notary signs and dates it.

If you have questions, contact the Office at 1-800-562-9235 or 225-925-1835 or visit our website at [www.ocg.louisiana.gov](http://www.ocg.louisiana.gov).