

State of Louisiana
Department of Revenue

JOHN BEL EDWARDS
Governor



KEVIN J. RICHARD, CPA
Secretary

Commercial Lessor/Manufacturers/Distributors
2023 Renewal Requirements
Application Deadline – April 1, 2022

Please review the following guidelines listed below, if they are not followed, your RENEWAL APPLICATION will be considered incomplete.

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

To get started: Please visit our webpage at www.ocg.louisiana.gov and click Online Portal for Licensed Entities under Quick Links. When renewing please remember the following:

- Upon submission of the online renewal, you must **mail** the completed and notarized first page of the application. The first page of the application can be found on our website under Form No. R-100002.
- Print and include the invoice with a check made payable to the Office of Charitable Gaming from the licensee's business account.
- Update Affiliation changes at this time.
The office must be notified of any changes to activate and/or inactivate owners, hall representatives, managers and/or workers within 10 days.
Please note a participation agreement must be completed to add any of the above referenced individuals to the license.
- Personal History and Personal Financials are due every 3 years.

Failure to submit your renewal application to the Office by **April 1, 2022** may result in the delay of the issuance of a license.

Contributing to a better quality of life.

Office Of Charitable Gaming
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