



**LOUISIANA  
DEPARTMENT  
of REVENUE**

**Non-Profit Renewal Application  
to Conduct Charitable Gaming**

Louisiana Department of Revenue  
Office of Charitable Gaming  
PO Box 1631 Baton Rouge, LA 70821  
Phone: 1-800-562-9235  
[www.ocg.louisiana.gov](http://www.ocg.louisiana.gov)

License Year Ending 6/30/20 \_\_\_\_\_

State License Number G \_\_\_\_\_

**PLEASE TYPE OR PRINT INFORMATION**

Official Name of Organization		Organization Federal Tax ID No.	
Organization Doing Business As (if applicable) and/or Organization Web Site		Telephone No. of Organization	Fax. No.
E-mail address of Contact Person			
Physical Address/Location ( <i>Street, City, State, ZIP</i> )			Parish
Official Mailing Address of Organization ( <i>Street, City, State, ZIP</i> )			Parish
Contact Person	Title/Position Held		Office Phone of Contact Person
Mailing Address of Contact Person ( <i>Street, City, State, ZIP</i> )			Home Phone of Contact Person
Circle All Types of Games to be Conducted:    BINGO            KENO            RAFFLES            PULL TABS            ELECTRONIC VIDEO BINGO            CASINO NIGHT			

The following information is part of the application and must be completed before this application can be processed:

**OCG On-Line Portal**

1. Verify and update officials, directors and members assisting in gaming. If you are adding a NEW officer or director to your license, you must print and complete a Participation Agreement and submit to the OCG for each NEW addition.
2. Upload rosters of all up-to-date officers, directors, and members (use the miscellaneous clip in the portal to attach)
3. We strongly encourage you to complete your renewal through our secure online portal. Through the portal, you can conveniently update your information and pay your renewal fee electronically – **With online renewal, there's nothing to get notarized and nothing to mail.** This is the fastest and most efficient way to ensure timely processing of your license renewal.
4. IF YOU CHOOSE NOT TO PAY ONLINE – You must complete steps 1 & 2, then print the invoice displayed in the portal and submit the non-refundable license application fee of \$75 written from the gaming checking account. Checks not written from the gaming checking account will not be processed.

**Mail application page, along with the printed invoice, a \$75 renewal check from your charitable gaming checking account and any other documents that may be required.**

I have read the foregoing application, and the contents thereof, and do hereby certify that the statements and information contained within this application are true and correct to the best of my knowledge. In addition, I have read, understand, and agree to comply with the statutes which govern charitable gaming in the State of Louisiana contained within La. R.S. 4:701 et seq. as well as the corresponding regulations contained within LAC 42:1.1701 et seq.

Member in Charge ( <i>print</i> )	Day phone number	Member in Charge ( <i>Signature</i> )	Date
President of Organization ( <i>print</i> )	Day phone number	President of Organization ( <i>Signature</i> )	Date