

State of Louisiana  
Department of Revenue

JOHN BEL EDWARDS  
Governor



KEVIN J. RICHARD, CPA  
Secretary

Non-profits/Non-Commercial Lessors  
2024 Renewal Requirements  
Application Deadline – April 1, 2023

***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 ORGANIZATION\*\*\***

To get started: Please visit our webpage at [www.ocg.louisiana.gov](http://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-1000001.
- Print and include the invoice with a check made payable to the Office of Charitable Gaming from the organization's [Charitable Gaming Account](#).
- Update any membership (Officers/Directors/Members Assisting) changes at this time. The Office must be notified of any changes to activate and/or inactivate all officers, directors and/ or members assisting within **10 days** of their involvement.  
**Please note a participation agreement for any new Officers/Directors added to the license must be completed and submitted to the office.**
- Organization's gaming license **must be renewed** for the new licensing year (2024) before any sessions can be approved and added to the organization's license.
- Session schedules must be submitted no later than **May 13, 2023**.
- Please contact the Office of Charitable Gaming if you have any questions or need help with the on line renewal process.

Failure to submit your renewal application to the Office by **April 1, 2023** 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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