

State of Louisiana  
Department of Revenue

JOHN BEL EDWARDS  
Governor



KEVIN J. RICHARD, CPA  
Secretary

Commercial Lessor/Manufacturers/Distributors/Private Casino Contractor  
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 BUSINESS\*\*\***

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-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, 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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