

APPLICATION FOR BINGO LICENSE

COMMONWEALTH OF PENNSYLVANIA



INSTRUCTIONS FOR COMPLETION OF FORM

1. Qualified associations may use this form to apply for a license to conduct the game of bingo, pursuant to the Bingo Law, 10 P.S. §§ 301—308.1.
2. All information shall be typed or printed in black or blue ink.
3. Submit the completed application to the county treasurer, or in any home rule county or city of the First Class, where there is not elected treasurer, to the designee of the governing authority. (For Philadelphia County, this is the City of Philadelphia Department of Licenses and Inspections.)
4. Community recognized nonprofit organizations applying for a special permit to conduct bingo for entertainment purposes only are exempt from paying any fee; the application and special permit are issued free of charge.
5. Associations which conduct bingo during one period each year for not more than three (3) consecutive days shall pay a \$15.00 annual licensing fee.
6. Recognized senior citizens' groups who conduct bingo for their members only shall pay a fee of \$50.00 per year.
7. The fee for all other non-profit associations, including agricultural associations and county fairs, is \$100.00 per year.
8. The application shall be signed by the executive officer or secretary of the association, and be notarized.

Name of Association

Phone Number

Street Address

County

City

State

Zip

Location of Bingo Games (Address)

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The association is a senior citizens' group which conducts bingo for its members only. Yes No

The association is an agricultural association or county fair. Yes No

The association is a bona fide consolidated volunteer fire company. Yes No

This year the association will conduct bingo during only one period which shall not exceed three (3) consecutive days Yes No

If yes, list start date: _____

The association is a nonprofit community recognized organization applying for a special permit to play entertainment bingo only, subject to the following requirements: Yes No

- The association is conducting bingo for entertainment purposes only and all prizes awarded will be of nominal value only.
- The association shall not conduct bingo for the purpose of making a profit.
- No person who has been convicted of a felony or a violation of the Bingo Law shall be permitted to manage, set up, supervise or participate in the operation of the bingo game.
- No person shall be compensated for services rendered in the operation of bingo under this license.

The association (check the appropriate line):

- is the sole owner of the equipment used in playing bingo; or
- is joint owner with a licensed association of the equipment used in playing bingo; or
- leases the equipment from another association under a written agreement for a fee which is not contingent upon the amount of receipts realized from the playing of bingo or the number of people attending bingo games; or
- is contracting with a charitable organization or outside operator to conduct bingo at expositions, carnivals, or fairs.

The premises on which bingo is played (check appropriate line):

- are owned by the association; or
- are leased from the owner under a written agreement. The rental price is not determined by receipts realized from the bingo games or the number of people attending the games.

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COMMONWEALTH OF PENNSYLVANIA



Date the association was formed on:

The personal property used in the conduct of the game (check appropriate line):

is owned by the association; or

is leased from the owner under a written agreement. The rental price is *not* determined by receipts realized from the bingo games or the number of people attending the games.

The association will not permit any person under the age of 18 to play bingo unless accompanied by an adult.

The facility where the game of bingo will be played has adequate entrances and exits and adequate sanitary facilities.

The association is a non-profit association as defined in the Bingo Law.

An advertisement of the associations bingo games shall contain the date, time, location, whether cash or merchandise prizes will be awarded, and the name of the association licensed to conduct the bingo game and the name of the individual in charge of the operation of the game

The association is not leasing the premises or personal property used to play the game from a person who has been convicted of a felony or a violation of the Bingo Law.

The association will not award prizes with a value that exceeds \$500.00 for any one game of bingo, except for jackpot games which shall not exceed \$4000.00 for one such game. In addition, no more than \$8000.00 in prizes shall be awarded in any calendar day.

The association will comply with the provisions of the Bingo Law and other applicable laws and regulations.

Signature of Officer
Preparing Application

Print Name

Title

Date

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AFFIDAVIT

COMMONWEALTH OF PENNSYLVANIA:

COUNTY OF: _____

Before me this day personally appeared _____ who, being duly sworn according to law, deposes and says that the statements contained in the foregoing application are true and correct.

Subscribed and sworn to before me this:

_____ day of _____, _____.

Notary Signature

My commission expires on: _____

Meredith L. Schreffler
Chief Deputy

Amanda Runkle
2nd Deputy &
Tax Account Manager

Jeffery Bellomo, ESQ
Solicitor

County of York
Barbara L. Bair
Treasurer



(717) 771-9603
Telephone

(717) 771-4331
Fax

www.YorkCountyPA.gov
Web Site

Treasurer@YorkCountyPA.gov
E-mail

Bingo Application Renewal Checklist

Please review all items prior to submitting your application to avoid a delay in processing.

The following items ***must*** be provided in order to obtain a Bingo license. Organizations that do not provide the required items noted below may be ineligible to receive a license.

1. **Non-Profit Status:** Enclose a copy of the applicant's Internal Revenue Service tax exemption approval letter or official documentation indicating the applicant is a non-profit charitable organization. *(Initial applications only, unless changes occurred since last submission)*
2. **Incorporated:** Enclose a copy of the applicant's Articles of Incorporation. *(Initial applications only, unless changes occurred since last submission)*
3. **Non-Incorporated:** Enclose a copy of bylaws or other legal documents that define the organization's structure and purpose. *(Initial applications only, unless changes occurred since last submission)*
4. **Notarization:** The signature of the applicant must be completed by the President or Secretary in the presence of a Notary in the Commonwealth of Pennsylvania.
5. **Payment Enclosed:** Check, money order, or cashier's check made payable to the York County Treasurer must be enclosed with the application.
6. **Lease or Rental Agreement:** Enclose copies of all written lease or rental agreements between the applicant and the owner of the premises upon which the Bingo games will be conducted, if such premises are rented or leased. If premises are owned, please provide copy of the deed. Also include lease or rental agreement for bingo equipment.

Applications are to be submitted at least 30 days prior to the expiration of your current license.

Please visit the Treasurer's webpage at www.yorkcountypa.gov for additional resources and forms.

Applicants will be notified via e-mail if the application cannot be processed due to missing documents or information. As a result of such notification, the Treasurer's Office will hold the application in a pending status for 15 days. After that time period, incomplete applications will be made inactive and returned to the organization along with payment.

28 East Market Street – Room 126 – York, Pennsylvania 17401-1584

COUNTY OF YORK

Barbara L. Bair

TREASURER

MEREDITH L. SCHREFFLER
CHIEF DEPUTY

AMANDA RUNKLE
2ND DEPUTY &
TAX ACCOUNT MANAGER

JEFFERY BELLOMO, ESQ
SOLICITOR

(717) 771-9603
TELEPHONE

(717) 771-4331
FAX

www.YorkCountyPA.gov
WEB SITE

Treasurer@YorkCountyPA.gov
E-MAIL



Bingo Renewal Application Reminder Request

Contact Information to Be Sent to:

Name	
Street Address	
City, State Zip Code	
Home Phone	
Work Phone	
Email Address	

Bingo applications must be renewed on an annual basis. Please submit a renewal application at least thirty (30) days prior to the license expiration date. Although not required by law, we will attempt to contact you with a reminder prior to the license expiration date if you provide valid contact information.



Keep for your records.

License No. _____

Expiration Date: _____

Please submit an application for renewal thirty (30) days prior to expiration date to the York County Treasurer, 28 E Market St, Room 126, York, PA 17406.

Please visit the Treasurer's webpage at www.yorkcountypa.gov for additional resources and forms.