



CHECKLIST FOR BINGO LICENSE APPLICATION

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. ____ **PAYMENT ENCLOSED:** Check, money order or cashier's check made payable to the "York County Treasurer" must be enclosed with the application.
2. ____ **INCORPORATED:** Enclose a copy of the applicant's Articles of Incorporation. (Initial applications only)
3. ____ **NON-INCORPORATED:** Enclose a copy of bylaws or other legal documents that define the organization's structure and purpose. (Initial applications only, unless bylaws have been amended)
4. ____ **NON-PROFIT STATUS:** Enclose a copy of the applicant's Internal Revenue Service tax exemption approval letter/determination letter or official documentation indicating the applicant is a non-profit charitable organization. (Initial applications only)
5. ____ **TYPE OF BINGO LICENSE:** Select which type of bingo license your organization is applying for.
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 bingo will be conducted, if such premises are rented or leased. If premises are owned, please provide a copy of the deed.
7. ____ **BINGO EQUIPMENT:** If your organization is not the sole owner of the bingo equipment being used, you must be joint owner with another licensed organization, OR lease the equipment from another licensed organization under a written agreement. A copy of that written agreement must be submitted along with your application.
8. ____ **LIST OF OFFICERS:** List the name, home address, home telephone number and date of birth for each officer, director, owner or partner. PLEASE USE A SEPARATE PIECE OF PAPER FOR THIS INFORMATION.
9. ____ **NOTARIZATION:** Application is to be signed IN THE PRESENCE OF A NOTARY BY YOUR PRESIDENT OR SECRETARY. Your organization may attach a resolution letter that grants authority to an individual other than the president or secretary to act as your bingo license representative. PLEASE NOTE: Notarization must be done in Pennsylvania.

Applications are to be submitted at least 30 days prior to expiration of your current license. You will be notified by telephone if your application is missing any documentation or information.

Applications that do not include all necessary documentation or information will be held in the Treasurer's Office for 14 days in a pending status. After that time period, incomplete applications will be made inactive and returned to the organization, along with the payment.