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APPLICATION INSTRUCTIONS – BINGO LICENSE

Please read the *PA Bingo Law (Act 1981)*, which governs all activities relating to bingo games.

To prevent delays in receiving your bingo license, it is important that you carefully complete ALL areas on your application and take note of and include the following:

- A copy of your organization's bylaws (for initial applications or changes in bylaws only)
- Proof of non-profit charitable organization status (IRS determination letter, PA articles of incorporation or municipality letter, for initial applications only)
- Name, home address, home telephone number and date of birth for each officer, director, owner or partner. PLEASE USE A SEPARATE PIECE OF PAPER.
- 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.
- Notarize your application.
- Copy of lease agreement.
- Attach your check made payable to **YORK COUNTY TREASURER**.
- **IT IS NO LONGER NECESSARY FOR ORGANIZATIONS TO PROVIDE BACKGROUND CHECKS. HOWEVER, ALL APPLICATIONS ARE NOW FORWARDED TO THE YORK COUNTY DISTRICT ATTORNEY'S OFFICE. THEY WILL PERFORM BACKGROUND CHECKS ON ALL PERSONS LISTED ON YOUR APPLICATION.**

ANNUAL BINGO LICENSE	\$100.00
THREE-DAY LICENSE	\$ 15.00
SENIOR CITIZEN GROUP LICENSE	\$ 50.00
AGRICULTURAL ASSOCIATION OR	
COUNTY FAIR LICENSE	\$100.00
ENTERTAINMENT ONLY LICENSE	NO FEE

The normal processing time for an application is approximately 14 business days. If you have any questions regarding the completion of your application, please contact the bingo license coordinator, **Lisa Norton, at (717) 771-9224**, or you may email her at lanorton@yorkcountypa.gov. My staff and I look forward to working with you and your organization.

Barbara L. Bair
York County Treasurer