

John Cassel
Chief Deputy

Barbara G. Miller
Second Deputy

Jeffery Bellomo, ESQ
Solicitor

County of York
Barbara L. Bair
Treasurer



(717) 771-9603
Telephone

(717) 771-4331
Fax

www.YorkCountyPA.gov
Web Site

BLBair@YorkCountyPA.gov
E-mail

APPLICATION INSTRUCTIONS – SMALL GAMES OF CHANCE LICENSE

Please read the *PA Small Games of Chance Act, as amended in 2013, effective 01-27-14*, which governs all activities relating to small games of chance.

Review the new 2014 informational *Small Games of Chance Overview*, prepared by the Pennsylvania Department of Revenue, which will assist you in complying with the law.

To prevent delays in receiving your small games of chance 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 AS THERE IS NOT ENOUGH ROOM PROVIDED FOR THIS AREA OF THE APPLICATION.
- Name, home address, home telephone number and date of birth for each person that will be in any way involved in the operation of your small games of chance. Use a separate piece of paper if more room is required.
- 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 small games of chance 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 SMALL GAMES OF CHANCE LICENSE	\$125.00
MONTHLY (30-DAY) LICENSE	\$ 25.00
SPECIAL RAFFLE PERMIT (requires annual license)	\$ 25.00

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 small games of chance 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

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