



**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS**

P.O. Box 1163, Richmond, VA 23218  
(804) 786-1343, Option 2  
[www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

**CHARITABLE GAMING REGISTRATION APPLICATION**

**General Instructions**

- A. Use this application when registering to conduct a charitable gaming activity, other than a raffle, as authorized by § 18.2-340.16 et seq. of the *Code of Virginia*. In using this application, a organization's total registered activities cannot exceed \$40,000 in gross receipts and they cannot exceed a total of seven days per calendar year. If the organization anticipates it will exceed the gross receipts limitation or the number of days limitation, then it must complete a permit application instead in lieu of this form.
- B. In accordance with § 18.2-340.33 (14) of the *Code of Virginia*, the organization must purchase any charitable gaming supplies from a licensed charitable gaming supplier. A list of licensed charitable gaming suppliers may be found at the following website: [www.vdacs.virginia.gov/charitable-gaming-registered-suppliers.shtml](http://www.vdacs.virginia.gov/charitable-gaming-registered-suppliers.shtml).
- C. In accordance with § 18.2-340.33 (12) of the *Code of Virginia*, no person shall participate in the management or operation of any charitable gaming activity who has ever (i) been convicted of a felony, (ii) been convicted of any misdemeanor involving fraud, theft, or financial crimes within the preceding five years, or (iii) participated in the management, operation, or conduct of any charitable game which was found by the Department or a court of competent jurisdiction to have been operated in violation of state law, local ordinance, or the Charitable Gaming Regulations within the preceding five years. Furthermore, no person shall participate in the conduct of any charitable gaming activity who has ever (i) been convicted of a felony within the preceding ten years, (ii) been convicted of any misdemeanor involving fraud, theft, or financial crimes within the preceding five years, or (iii) participated in the management, operation, or conduct of any charitable game which was found by the Department or a court of competent jurisdiction to have been operated in violation of state law, local ordinance, or the Charitable Gaming Regulations within the preceding five years.
- D. In accordance with § 18.2-340.19 of the *Code of Virginia* and the Charitable Gaming Regulations, the organization is required to display (i) VDACS Charitable Gaming Complaint Poster, (ii) Compulsive Gambling Poster, and (iii) Virginia State Police's Illegal Gaming Tip-Line Poster. These posters may be downloaded at [www.vdacs.virginia.gov/food-charitable-gaming.shtml](http://www.vdacs.virginia.gov/food-charitable-gaming.shtml).

**ORGANIZATION INFORMATION**

1. Organization's Federal Tax Payer Identification Number: _____	<b>OCRP#</b> (Office Use Only) _____	
2. Organization's Name: _____		
Mailing Address: _____		
City: _____	State: _____ Zip Code: _____ Telephone: _____	
Email Address: _____		
3. Contact Person's Name: _____	Office/ Position Title: _____	
First Name      Middle Name      Last Name		
Contact Person's Telephone: _____	Fax Number: _____	
Email Address: _____		
4. Date of the Organization's Formation: _____		
5. Type of Tax Exempt Status the Organization Obtained from the Internal Revenue Service: (Mark an "X" at the appropriate type)		
501(c)(3)	501(c)(4)	501(c)(8)
501(c)(10)	501(c)(19)	Another 501(c) Type (Please Identify)

**CHARITABLE GAMING ACTIVITIES**

6. List the location(s), date(s), and time(s) the charitable gaming activity/activities will be held:	
Building Name (If applicable): _____	
Physical Address: _____	
City: _____	State: _____ Zip Code: _____
Type(s) of Charitable Gaming Activity: _____	
Date(s) of the Charitable Gaming Activity/Activities: _____	
Doors Open: _____ am/pm	Doors Close: _____ am/pm
("Doors open" cannot be more than two hours before "begin game time." This requirement only applies to bingo.)	("Doors close" cannot be more than two hours after "end game time." This requirement only applies to bingo.)
Begin Game Time: _____ am/pm	End Game Time: _____ am/pm

**THE PRESIDENT/CHIEF EXECUTIVE OFFICER, OR DESIGNEE, OF THE ORGANIZATION MUST PRINT HIS/HER NAME, AFFIX HIS/HER SIGNATURE, AND PROVIDE THE DATE**

I hereby certify on behalf of the organization that (i) I do not reasonably expect for the organization to realize more than \$40,000 in gross receipts on a total of no more than seven days per calendar year from the charitable gaming activities listed on this registration form, (ii) I understand that should the organization exceed the \$40,000 threshold, it will be required to file the report in accordance with § 18.2-340.30 of the *Code of Virginia*, and (iii) I understand that the organization is required to comply with the provisions of § 18.2-340.16 et seq. of the *Code of Virginia* and the Charitable Gaming Regulations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Office/  
Position Title: \_\_\_\_\_

Complete First Name

Complete Middle Name

Complete Last Name