PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections
30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-2313 • Fax (301) 600-2309

BINGO PERMIT APPLICATION PROCEDURES

This is an application for a permit to conduct a bingo game according to Frederick County Ordinance 1-2-101 through 112. The organization operating the bingo game must complete the application.

Before this application will be accepted in the Frederick County Department of Permits and Inspections, the applicants must:

1. Fill out the application completely. Any missing items will prevent this application from being processed in a timely manner.
2. Attach prior record affidavits for all persons **directly responsible** for operating the bingo game.
3. Attach a copy of the organization's current approved 501(c), (1), (3), (4), (5), (7), (8), (10), (19) or 501(d) Internal Revenue Tax Exempt Form.
4. Attach a copy of evidence of charitable purpose (i.e. organization charter, by-laws).
5. Attach a copy of drivers' license for each individual **directly responsible** for the operation of the bingo game event, or other documentation showing Frederick County residency.
6. Tender the proper issuance fee at the time the application is submitted. The issuance fee for a bingo game is **$55.00 per annual permit.**

False, omitted, or misleading, information provided on this form will constitute grounds for voiding an issued permit.

Please type or print the application information in ink.

The completed application should be submitted to the Frederick County Department of Permits and Inspections, 30 North Market Street, Frederick, MD 21701. Our office hours are 8 AM - 4 PM. Permit applications are accepted between the hours of 8 AM – 3:30 PM, Monday through Friday, except Holidays. Please allow 5-10 working days for processing. If you should have any questions concerning this application, please contact this office at 301- 600-2313.

NOTE: This is an application for a permit only, NOT an approved permit!

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Permit #_____

BINGO PERMIT APPLICATION

Name of Organization _____

Address _____P.O. Box_____

Town_____ State_____ Zip Code_____

Organization Phone No. _____
****

VALUE OF PRIZES AND SOME RULES:
Section 1-2-105(e)-No bingo prize may have a fair market value in excess of $5000.00.
Only legal residents of Frederick County may operate a bingo game in Frederick County
Persons operating the bingo game must be volunteers and may not be compensated for their efforts.

No individual may personally benefit from a bingo game except for prizes awarded to participants.

You must sign below that you are aware of this requirement and will comply with the Ordinance requirements.

Signature_____

****

Intended Beneficiary of the proceeds:
Name_____

Location of Bingo_____

Name of Distributor you intend to purchase you supplies_____

Permit Fee of **$55.00** is required. Make check payable to **Frederick County**.

A copy of the organization's IRS tax Exempt Determination Letter **must** be attached to this application.

****
For office use only:
Received_____ Fee paid _____Check # _____Receipt #_____

BINGO PERMIT APPLICATION

CONTACT PERSON: A copy of Driver's License must be attached to application

The Frederick County Sheriff's Office does a background check on all contact people.

For Bingo Permits You must be a Frederick County Resident to Be a Contact Person (Except Frederick County Fair).

Name_____

Home Address _____

Home Phone _____ Work Phone _____

Are you a member of this Organization? _____

Involved persons who do not have a driver's license: Any person, who is directly responsible for this raffle permit, who does not have a driver's license, must supply the following information so that the Sheriff's Department can perform the required verification of Misdemeanor or Felony Convictions.

Complete name_____
(first) (middle) (last)

Ethnic _____ Male or Female_____

Date of Birth _____
(month) (day) (year)

Frederick Fair Only:

Operator
Name_____
Address _____
Town_____ State_____ Zip Code_____
Phone_____

****

Evidence of County Residence-Section 1-2-105(b) & (c)(2) requires that the organization must establish that all operators are Frederick County Residents. The following may provide adequate demonstrations of residence.

Please submit a copy of your verification list below:

Organization		**Operator**
_____	Articles of Incorporation	_____
_____	Automobile title	_____
_____	Maryland Drivers License	_____
_____	Tax Records	_____
_____	Voter Registration Card	_____

A mere mailing address within the County is insufficient to establish evidence of residence.

Prior Recorded Affidavit

I understand that only legal residents of Frederick County may operate a bingo game in Frederick County.

I understand that persons operating the bingo game must be volunteers and may not be compensated for their efforts.

I understand that no individual may personally benefit from a bingo game except for prizes awarded to participants.

I do solemnly affirm under the penalties of perjury, that I have never been convicted of a felony, nor have I been convicted within the past five (5) years of a misdemeanor related in anyway to gaming or gambling. I understand this information will be verified by a representative of the Frederick County Sheriff's Office.

I also understand that I will be taking responsibility for complying with the provisions of the Gaming Ordinance.

I solemnly affirm under the penalties of perjury that the contents of this application are true and correct.

_____
Signature

Notary Seal

_____
Print Name

_____
Date

STATE OF MARYLAND, COUNTY OF FREDERICK, TO WIT:

I HEREBY CERTIFIY that on this the _____ day of _____, 20_____, before me, the Subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____ known to me (or satisfactorily proven) to be the person(s) who/whose name(s) is/are subscribed to the within instrument, and acknowledged the foregoing application to be his/her act for the purposes therein contained.

Witness my hand and Seal

_____
Notary Public

_____
My Commission Expires