



**DIVISION OF PLANNING AND PERMITTING
FREDERICK COUNTY, MARYLAND**

Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701

Phone (301) 600-2313 • Fax (301) 600-2309

RAFFLE PERMIT APPLICATION PROCEDURES

This is an application for a permit to conduct a raffle according to Frederick County Ordinance 1-2-101 through 112. The organization operating the raffle completes 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 a raffle.
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 a raffle.
6. Tender the proper issuance fee at the time the application is submitted. The issuance fee for a raffle is \$58.00 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 # _____

RAFFLE PERMIT APPLICATION

Name of Organization _____

Address _____ P.O. Box _____

Town _____ State _____ Zip Code _____

Organization Phone No. _____

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

Name _____

Home Address _____

Town _____ State _____ Zip Code _____

Home Phone _____ Email Address _____

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)

VALUE OF PRIZES AND DATES:

Section 1-2-106 (3) (a) & (b) allows unlimited raffles per calendar year; **four** with value of \$5000.00 or more. A report, indicating all raffles held during a calendar year and the total value of the prizes, is due by **February 15th** of the year following the expiration date of this permit. You must sign that you are aware of this requirement and will comply with the Ordinance requirements.

Signed

Permit Fee of **\$58.00** is required. Make check payable to **Frederick County**.

Name of Distributor you intend to purchase you supplies _____

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 # _____

RAFFLE PERMIT APPLICATION

Prior Recorded Affidavit

I understand that I must give the Permits Office a yearly report on the raffles held under this permit. I understand that this report must be submitted on or before **February 15th** of the year following the expiration of this permit. I understand that my organization is allowed unlimited raffles in a calendar year. I understand that only **four (4)** raffle can have a value of the prize of \$5000.00 and over.

I understand that no individual may personally benefit from a raffle except for prizes awarded to participants; only one (1) major prize may be awarded at each raffle.

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. This may include, but is not limited to, annual raffle reports.

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

Notary Seal

Signature

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

Printed Name

My Commission Exp