



## 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

## GAMING DISTRIBUTOR LICENSE GENERAL INFORMATION

The following information pertains to gaming in Frederick County. The complete Frederick County Gaming Ordinance is available online, or it can be emailed or mailed to you at your request.

- **PERMIT REQUIRED TO OPERATE A GAMING EVENT OR BINGO GAME** - § 1-2-104 (A) No gaming event or bingo game may be operated in Frederick County until the appropriate permit has been obtained. A permit is required for any gaming event where gaming devices are used involving bets or exchanges of money or anything of value. A permit must be obtained for gaming events held at a carnival if the events meet the criteria outlined in this article. **PLEASE NOTE:** Ask your customer for their permit number!
- **WHO CAN OPERATE A TIP JAR** - § 1-2-107 (A) In Frederick County, a tip jar or punchboard may be operated for the benefit of an organization only by:
  - 1) Uncompensated members of an organization located within the county; or
  - 2) An establishment or proprietor licensed to serve food and alcoholic beverages for consumption on the premises.
- **BAG FEE** - § 1-2-107 (D) An issuance fee also shall be due on each bag sold for tip jar use and on each punchboard.
  - 1) The fee shall be as follows:
    - a) \$2 per bag or punchboard if the projected profit from the tip jar or punchboard is from \$0 to \$100;
    - b) If the projected profit from the tip jar or punchboard is over \$100, the fee shall be \$2 per bag or punchboard for each \$100 (or fraction thereof) of projected profit from the tip jar or punchboard.
  - 2) The distributor shall pay the county the fee for each sale of a tip jar bag or punchboard to operators or organizations for use within Frederick County during a calendar month.
  - 3) Each distributor shall submit the appropriate fee to the Department of Permits and Inspections along with the monthly reports required in § 1-2-110 (F).
  - 4) The fee shall be submitted by check or money order identifying the distributor by name and license number.
  - 5) A distributor's failure to timely pay this fee shall constitute a violation of the gaming laws subjecting the distributor to each of the penalties provided in § 1-2-111.
- **WHO CAN SELL TIP JARS TO ORGANIZATIONS AND OPERATORS** - § 1-2-110 (A) Only a distributor licensed by the county may sell tip jars or punchboards for use in Frederick County.
- **RECORDS MUST BE MAINTAINED FOR AT LEAST 5 YEARS** - § 1-2-110 (E) Each distributor must maintain records for at least 5 years showing all sales, including, but not limited to: (1) The names and addresses of the purchasers; (2) date of sale; and (3) Serial numbers of the tip jars or punchboards sold.
- **RECORDS MUST BE MADE AVAILABLE** - § 1-2-107 (L) All records regarding punchboards or tip jars must be made available for inspection by the Director of Plans, Permits and Inspections and by law enforcement agents.
- **SUBMITTING REPORTS** - Monthly and Annual Reports can be emailed to [permits@frederickcountymd.gov](mailto:permits@frederickcountymd.gov) or dropped off at 30 North Market Street, Frederick MD, 21701



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**GAMING DISTRIBUTOR LICENSE APPLICATION (NEW LICENSE)**

Date of Application \_\_\_\_\_

Please complete the application below:

**DISTRIBUTOR INFORMATION**

Company Name \_\_\_\_\_  
Street Address \_\_\_\_\_ (street address is mandatory)  
P.O. Box # \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
Email Address \_\_\_\_\_

Everyone directly responsible for distributing gaming supplies, filling out reports, or customer service must sign the statement below. If you need additional forms feel free to make copies of this form.

Monthly and Annual Reports can be emailed to [permits@frederickcountymd.gov](mailto:permits@frederickcountymd.gov) or dropped off at 30 North Market Street, Frederick MD, 21701

***All persons must supply a copy of their drivers' license with this application form.***

**DISTRIBUTOR'S REPRESENTATIVE INFORMATION FOR THE INDIVIDUAL**

Name \_\_\_\_\_  
Home Street Address \_\_\_\_\_  
P.O. Box \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Cell Number \_\_\_\_\_  
Email Address \_\_\_\_\_

By signing below, I \_\_\_\_\_, 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 any way to gaming or gambling. I understand that the information given may be verified by a representative of the Frederick County Sheriffs' 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, the collection of funds for Frederick County, the submittal of those collected funds to the Permits and Inspections Office on a monthly basis, and the submittal of monthly reports within **45 days** after the end of each month for all supplies sold to an operator/organization.

\_\_\_\_\_  
Signature

Notary Seal

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

My commission expires \_\_\_\_\_

**Distributor License Current Annual Fee: \$2,948.00** *Please make checks payable to: Frederick County.*

Office use only: Date received \_\_\_\_\_ Date approved and mailed \_\_\_\_\_ Initials \_\_\_\_\_

License Number Assigned: \_\_\_\_\_