



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

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. Attach prior record affidavits for all persons **directly responsible** for operating the bingo game.
2. 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.
3. Attach a copy of evidence of charitable purpose (i.e. organization charter, by-laws).
4. 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. (This information will not be retained).
5. Tender the proper issuance fee at the time the application is submitted. The issuance fee for a bingo game is \$74.00 per annual permit.

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

Where to apply: Applications should be submitted electronically via the citizen portal at <https://planningandpermitting.frederickcountymd.gov/>.

When Applications Are Accepted: Applications can be submitted electronically 24/7 via the citizen portal.

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

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



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Permit # _____

BINGO PERMIT APPLICATION

We have gone paperless!! This application should be submitted electronically via the citizen portal at <https://planningandpermitting.frederickcountymd.gov/>

Name of Organization _____

Address _____ P.O. Box _____

Town _____ State _____ Zip Code _____

Organization Phone No. _____

Email Address _____

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 **\$74.00** is required.

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

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BINGO PERMIT APPLICATION

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

The Frederick County Sheriff's Office may conduct 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 _____

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)

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.

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 CERTIFY 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 Expires