

Instructions for Non-Profit  
New License Registration  
e-File

# Bingo – Raffle New License Registration

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## Colorado Secretary of State

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### Videos



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Welcome to Bingo – Raffle License Registration.

You may access the online application process from the Colorado Secretary of State site through Programs & services, Bingo and raffles licensing at [www.coloradosos.gov](http://www.coloradosos.gov)

# Bingo – Raffle New License Registration

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## Bingo and Raffles

**Attention:** The Colorado General Assembly recently relocated the Bingo and Raffles Law from Article 12 to Article 24 in the Colorado Revised Statutes. The Colorado Secretary of State's office is in the process of updating existing website references. In the meantime, please use this Excel table to see [corresponding statutory references \(XLSX\)](#).

### e-File

[Renew a license](#) | [Instructions \(PDF\)](#)

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If your organization has never been licensed,

[Apply for a new license](#) | [Instructions \(PDF\)](#)

For all forms and instructions, see the [forms list](#)

### Games managers

- Online training and certification
- Classroom training

### Help

- Consultation services
- FAQs
- List of licensed landlords, manufacturers & suppliers
- Progressive raffles fact sheet (PDF)
- Planning a raffle (PDF)
- Search bingo-raffle documents

### News [\(archived news\)](#)

Our office will be closed on Monday, September 4, for Labor Day

### Advisory Board

- Board members and schedule
- Advisory Board meeting minutes
- Help shape Colorado's bingo-raffle rules

### Tools & resources

- 2017 Bingo market study (PPTX)
- 2013 Bingo market study
- Bingo toolkit
- Charitable gaming financial reports
- Fee schedule
- Newsletters
- Success stories
- Tax-Exempt Organizations and Gaming - IRS publication (PDF)
- News archive

### Laws & rules

- Colorado Constitution, Article XVIII, Section 2
- Bingo/raffles statutes
- Bingo/raffles rules (PDF)
- Laws and Rules Handbook (PDF)

Apply for a bingo – raffle license.

# Bingo – Raffle New License Registration

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## Apply for a Bingo-Raffle License

If your organization has held a bingo-raffle license in the past, [log in to your account](#) to file a renewal--do not apply for a new license. If you have questions, please call us at 303-869-4910.

### e-Filing

#### How do I apply for a bingo-raffle license online?

To apply and pay online, see the [bingo-raffle registration](#) page.

For help, see the [e-filing instructions \(PDF\)](#).

### Paper filing

#### I am applying for a new license. What do I need to include with my application?

If you are applying for a new bingo-raffle license, you must include:

- The bingo-raffle license application.
- A roster of all bona fide, active members who will be assisting in your games of chance activities.
- Copies of articles, bylaws, charter, rules, constitution and/or similar organizational documents. The documents must have been dated and executed at least 5 years ago and show membership qualifications and purposes.
- Dated items in the organization's name. You must include at least one from each of the past five years to show organizational continuity. These items can be bank or audit statements, checks, corporate or other periodic reports, publications, tax returns, exemption certificates and/or other independent records of organizational existence.
- The annual fee. See the [fee schedule](#).

See the [application instructions \(PDF\)](#) for more information.

#### What do I need to include if I am renewing my license?

If you are renewing a bingo-raffle license, you must include:

To apply for a new license and pay-online, see the bingo – raffle registration page.

**Required Documentation.** See the [application instructions](#) for more information.

Be sure to review and complete all your application documents listed in the instructions prior to beginning the process.

# Bingo – Raffle New License Registration

## Key Detail:

Payment

Games Manager

Documents  
Required

Bingo-Raffle public home  
Log in

## Bingo-Raffle Registration

Your registration must be filed and paid for online.

You will need your certified games manager's license number.

The following documents must be attached to your application:

- Proof of five years continuous existence,
- Proof of the organization type,
- The organization's purpose,
- Membership qualifications,
- Copies of articles, by-laws, constitutions, etc.,
- Membership roster, and
- Names and addresses of additional officers and board members (if necessary).

### Tips for attachments

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB

Once your documents are ready to attach, you can continue.

Continue

Click Continue to proceed to the License Registration page

\*\* Quick Reminder- Be sure to review and complete all your application documents listed in the applications instructions prior to beginning the process.

# Bingo – Raffle New License Registration

## Bingo-Raffle Registration

Organization info Officers & members Games manager Game types Game info Attachments Sign & submit

### Registration year

This registration is for\*

### Organization's information

Name\*

FEIN

Type of organization\*

Date of incorporation, or founding date if not a corporation\*   
mm/dd/yyyy

Number of active members in good standing\*

Begin your new license registration.

# Bingo – Raffle New License Registration

## Organization Info

**Bingo-Raffle Registration**

**Organization info** Officers & members Games manager Game types Game info Attachments Sign & submit

**Registration year**  
This registration is for\* 2017

**Organization's information**

Name\*

FEIN

Type of organization\* Choose type

Date of incorporation, or founding date if not a corporation\*   
mm/dd/yyyy

Number of active members in good standing\*

Street

\* Address 1

Enter Organization info, including the Registration year, Organization name, type of organization, date of Incorporation or founding date, number of members in good standing, address, phone and e-mail; select “Continue”.

# Bingo – Raffle New License Registration

## Officers & members

**Bingo-Raffle Registration**

Name New Bingo Raffle Reg

Organization info **Officers & members** Games manager Game types Game info Attachments Sign & submit

**Officers or board members**

You must add at least one officer or board member. You can add up to three here.

Additional officers and board members can be included in an attachment.

[Add officer or board member](#)

Cancel

Proceed to complete the Officers & board members detail. You must add at least one officer or board member. You will need Name, Title and Address for each addition.



# Bingo – Raffle New License Registration

## Officers & members

**Officer or board member**

**Name**

\* First

Middle

\* Last

Suffix

**Title \***

**Address**

\* Address 1

Address 2

\* City

\* State

\* ZIP code

You will need to enter Name, Title and Address for each addition.

# Bingo – Raffle New License Registration

## Officers & members



**Bingo-Raffle Registration**

Name New Bingo Raffle Reg

Organization info Officers & members Games manager Game types Game info Attachments Sign & submit

**Officers or board members**

You must add at least one officer or board member. You can add up to three here.

Additional officers and board members can be included in an attachment.

Add Additional Officers or Board Members → [Add officer or board member](#)

<input type="checkbox"/>	Name	Title	Address
<input type="checkbox"/>	<a href="#">New Member</a>	Board Member Title	Address, City, CO, 12345

Delete → Click check box next to member you want to delete then click Delete

Continue Cancel

Once you add an Officer or board member, you have the option to add additional, or delete those already added. If you require more than 3 entries you may submit the additional in an attachment.

# Bingo – Raffle New License Registration

## Officers & members

**Bingo-Raffle Registration**

Name New Bingo Raffle Reg

Attachments can be added later

Organization info Officers & members Games manager Game types Game info Attachments Sign & submit

**Officers or board members**

You must add at least one officer or board member. You can add up to three here.

Additional officers and board members can be included in an attachment.

<input type="checkbox"/>	Name	Title	Address
<input type="checkbox"/>	<a href="#">New Member</a>	Board Member Title	Address, City, CO, 12345
<input type="checkbox"/>	<a href="#">New Member 2</a>	Title 2	Address, City, CO, 12345
<input type="checkbox"/>	<a href="#">New Member 3</a>	Title 3	Address, City, CO, 12345

Delete

Continue

Cancel

Officers & board members, If you require more than 3 entries you may submit the additional in an attachment. Attachments may be added towards the end of the process in the Attachments section. Select “Continue”.

# Bingo – Raffle New License Registration

## Games manager

**Bingo-Raffle Registration**

Name: New Bingo Raffle Reg

Organization info   Officers & members   **Games manager**   Game types   Game info   Attachments   Sign & submit

**Games manager in charge**  
Enter the games manager's license number (not the organization's license number).

License # \*  Find

Cancel

Enter the Games manager in charge. You may look up the games manager needed by entering the Games manager's certificate number and select Find. (Refer to Application Instructions for detail regarding Games Manager)

# Bingo – Raffle New License Registration

## Games manager

**Bingo-Raffle Registration**

Name: New Bingo Raffle Reg

Organization info   Officers & members   **Games manager**   Game types   Game info   Attachments   Sign & submit

**Games manager in charge**

License # \*  [Choose a different games manager](#)

Name:

Address:

Phone:

Email:

Under penalty of perjury as defined in C.R.S 18-8-503 and punishable by law, mark the boxes to attest to the following: \*

- The games manager has read and is familiar with the provisions of the Colorado constitution, statutes, and rules governing bingo and raffles.
- The games manager will be responsible for the conduct of all games of chance activities in accord with those provisions and the terms of the bingo-raffle license.
- The games manager has been certified as a games manager by the Secretary of State in accordance with C.R.S. 12-9-105(2).

Use to change to a different games manager if needed

Once the Games Manager is selected, you may remove that selection and “choose a different games manager”. To proceed you must review and mark the boxes to attest to the statements listed. Once complete, select “Continue”.

# Bingo – Raffle New License Registration

## Game types

**Bingo-Raffle Registration**

Name New Bingo Raffle Reg

Organization info Officers & members Games manager **Game types** Game info Attachments Sign & submit

**Games**  
Type of games\*

- Bingo
- Raffles
- Pull tabs

Specific purpose for net proceeds\*  
250 char max (250 remaining.)

Continue

Cancel



Choose the Game types you will register for, games you do not select will not display. You must enter the specific purpose for the net proceeds, select “Continue”.

# Bingo – Raffle New License Registration

## Game info

**Bingo-Raffle Registration**

Name New Bingo Raffle Reg

Organization info Officers & members Games manager Game types **Game info** Attachments Sign & submit

[Bingo](#) [Raffles](#) [Pull tabs](#)

**Bingo**

[Add a location](#)

Cancel

Complete the required Game info for each of the games types you have selected. You will start with the game you have chosen (in this picture Bingo). Proceed to add the location detail requested.

# Bingo – Raffle New License Registration

## Game info

### Add Location

**Bingo**

Location

Cancel

For Bingo, choose the location, or select “not a commercial hall”. Select Submit when it appears.



# Bingo – Raffle New License Registration

## Game info

**Add Location**

**Bingo**

Location 2016-10220 - 4 ACES BINGO (CURR)

Frequency of games\* Monthly

If other, give details  
100 char max (100 remaining)

Rent per session\* \$ 100

**Schedule\***

Enter at least one day and time when bingo is played. If games are played daily, you must add all 7 days.

[Add day and times](#)

Once the location is selected, choose the Frequency of games, Rent per session and add in the Day and times. Save Location.

# Bingo – Raffle New License Registration

## Game info

### Add Day and Times

Choose the day of the week and at least one time.

→ Day\*

→ Time 1\*

Time 2

Time 3

Add the Day and times, at least one day of the week and one time, select “add”.

# Bingo – Raffle New License Registration

## Game info

**Bingo-Raffle Registration**

Name New Bingo Raffle Reg

Organization info Officers & members Games manager Game types **Game info** Attachments Sign & submit

Bingo **Raffles** Pull tabs

**Bingo**

- Location
- 2017-11434 - 2SN, LLC DBA TURN OF THE CENTURY BINGO (CURR)
- 2017-11434 - 2SN, LLC DBA TURN OF THE CENTURY BINGO (CURR)
- 2017-11434 - 2SN, LLC DBA TURN OF THE CENTURY BINGO (CURR)

Delete

Continue

Cancel

Once the location is added, all the information will display, you have the option to edit and may add up to 3 Bingo Locations. When complete select “continue” or the next game, if you selected one, in the upper right corner of your screen . You will now proceed to the next Game or to Attachments.

# Bingo – Raffle New License Registration

## Game info

**Bingo-Raffle Registration**

Name New Bingo Raffle Reg

Organization info Officers & members Games manager Game types **Game info** Attachments Sign & submit

[Bingo](#) [Raffles](#) [Pull tabs](#)

**Raffles**

[Add a location](#)

**Dates and times of drawings\***  
200 char max (200 remaining)

For Raffles, add a location for your Raffle registration and enter the dates and times of drawings.

# Bingo – Raffle New License Registration

## Game info

### Add Location

#### Raffles

Enter the location's address. Must be a physical address, not a P.O. box.

Address 1\*

Address 2

City\*

State CO

ZIP code\*

---

For Raffles, you will need to enter the Address and “Save Location”. You may enter up to 6 locations.

# Bingo – Raffle New License Registration

## Game info

**Bingo-Raffle Registration**

Name New Bingo Raffle Reg

Organization info Officers & members Games manager Game types **Game info** Attachments Sign & submit

[Bingo](#) [Raffles](#) [Pull tabs](#)

**Raffles**

[Add a location](#)

<input type="checkbox"/>	Location
<input type="checkbox"/>	123, 132, CO, 12345
<input type="checkbox"/>	1234, 1234, CO, 12345

**Dates and times of drawings\***  
200 char max (175 remaining)

Date and time of drawings

Once you complete all locations needed, select “Continue”. If you selected Pull tabs you will be taken to that screen. If you did not select Pull tabs you’ll be taken to Attachments.

# Bingo – Raffle New License Registration

## Game info

**Bingo-Raffle Registration**

Name New Bingo Raffle Reg

Organization info Officers & members Games manager Game types **Game info** Attachments Sign & submit

[Bingo](#) [Raffles](#) Pull tabs

**Pull tabs**

**Location 1**  
Enter the location's address. Must be a physical address, not a P.O. box.

\* Address 1

Address 2

\* City

State  
CO

\* ZIP code

**Location 2 (if applicable)**  
Enter the location's address. Must be a physical address, not a P.O. box.

For Pull tabs, you will be required to enter Address information for up to 2 Locations. Once you are done entering Address information select “Continue”. This completes the Game info section.

# Bingo – Raffle New License Registration Attachments

**Bingo-Raffle Registration**

Name New Bingo Raffle Reg

Organization info Officers & members Games manager Game types Game info **Attachments** Sign & submit

**Attachments**

You must attach:

- Proof of five years continuous existence,
- Proof of the organization type,
- The organization's purpose,
- Membership qualifications,
- Copies of articles, by-laws, constitutions, etc.,
- Membership roster, and
- Names and addresses of additional officers and board members (if necessary).

Documents must be attached here in order to include them in your registration.

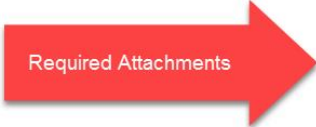
You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB

[Add a file](#)

Continue

Cancel



There are multiple attachments required for your registration. Be sure to have them complete and ready to upload prior to beginning the process. You can attach .jpg .gif .png .tif image files and PDF files.



# Bingo – Raffle New License Registration Attachments

**Add a File**

Browse for your file, select it, and type in a description.

Combined size of all files must be 4 MB or less. 1 MB = 1024 KB.

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

PDF Upload.pdf

Description\*  Example: Proof of existence

Once you select “add a file” you will be directed to the next page to Browse your files, give a description and then attach them to your registration.

# Bingo – Raffle New License Registration Attachments

**Bingo-Raffle Registration**

Name New Bingo Raffle Reg

Organization info Officers & members Games manager Game types Game info Attachments Sign & submit

**Attachments**

You must attach:

- Proof of five years continuous existence,
- Proof of the organization type,
- The organization's purpose,
- Membership qualifications,
- Copies of articles, by-laws, constitutions, etc.,
- Membership roster, and
- Names and addresses of additional officers and board members (if necessary).

Documents must be attached here in order to include them in your registration.

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB

[Add a file](#)

File	Description	Size
<input type="checkbox"/>	PDF Upload.pdf	New Attachment 91 KB

Delete

Continue

Cancel

All attached files will display and allow you to Delete if needed. Once all are added select “Continue”.

# Bingo – Raffle New License Registration

## Sign & Submit

**Bingo-Raffle Registration**

Name New Bingo Raffle Reg

Organization info Officers & members Games manager Game types Game info Attachments **Sign & submit**

**Filer's information**

I am an authorized individual pursuant to the organizational articles/bylaws to make this application on behalf of the above-named organization, and the organization is eligible for licensing pursuant to the provisions of Article XVIII shown above. I have read the referenced constitutional provisions and the laws and rules governing bingo and raffles and will be responsible for the applicant's compliance with them. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating, or conducting games of chance or for assisting therein except as provided in Article 9 of Title 12, Colorado Revised Statutes. I solemnly swear, under penalty of perjury as defined in C.R.S. 18-8-503 and punishable by law, that I have read and know the contents of this application, and all the matters set forth are true and complete to my knowledge.

\* First

Middle

\* Last

Suffix

\* Address 1

Address 2

\* City

Sign & submit to complete your registration. The Filer's information includes, name and address. You will be given an opportunity to review your full application in PDF form. Once reviewed you must continue to Payment.

# Bingo – Raffle New License Registration

## Sign & Submit

**You're not done yet.**

Review your registration and then click on Pay now to continue.

If a PDF copy does not appear below, [open the form in a new window](#) to review it.

dynamiccontent.properties.xhtml 1 / 7

**LE-7 Bingo-Raffle Registration**  
Colorado Secretary of State  
Bingo and Raffles Program  
1700 Broadway, Ste. 200  
Denver, CO 80290

**Organization information**

Year  
2017

Organization name  
New Bingo Raffle Reg

Type of organization Charitable FEIN Incorporation or founding date 12/12/2000

Number of active members in good standing  
123

Street address

**Pay now**

Back

Review PDF. Once reviewed, you must continue to payment by selecting “Pay Now”.

# Bingo – Raffle New License Registration Payment

**Payment**

**Name** New Bingo Raffle Reg

**Amount**

2017 Bingo-Raffle registration	\$100.00
<b>Total</b>	<b>\$100.00</b>

**Payment Method\***

Credit or Debit

Prepaid account

You may pay with Credit or Debit or Prepaid Account. Once submitted you will be taken to a receipt page.

# Bingo – Raffle New License Registration Payment

Bingo-Raffle public home  
Log in

 Your filing was submitted.

Your submission will be reviewed and if approved you will receive a license at that time.

## Receipt

You will receive an email when your form has been processed.

You can print this receipt for your records.

Master ID 20173113378  
Name New Bingo Raffle Reg

Date	08/30/2017
Transaction	2017 Bingo-Raffle registration
Filing ID	
Payment type	Prepaid account
Amount	\$100.00

Email my receipt

Send

Filing submitted. You will receive notice your filing was submitted and you may enter your email address to have your receipt sent to you.

# Status and Notifications

# Bingo – Raffle New License Registration

## Status and Notifications

- Initial Submission – Status is Pending
  - email notification to set up account
- Account set up- Login – Status is Pending
  - Summary Page – Registration year –Pending. \* Message- Your registration is being reviewed. You will receive an email when we have finished processing your submission.
- Registration rejected- Status is Pending
  - email notification your application was rejected and why, and a link to Fix & Resubmit
- Registration approved – Status is Current
  - email notification your filing was approved
- Registration ready for renewal – Status is Expired (see Renewal Instructions)

To view the Status you will need to login to your Summary Page.

There are several different statuses your application may have and different notifications that inform you.



# Bingo – Raffle New License Registration

## Pending

### Summary

Your registration is being reviewed. You will receive an email when we have finished processing your submission.

Organization			
Name	New Bingo Raffle Reg	Type	Charitable
Master ID	20173113378	Incorporated or founded	12/12/2000
FEIN		Registration year	Pending

Actions
<a href="#">History</a>

To view the Status you will need to login to your Summary Page. Prior to approval you will have a Pending status.

# Bingo – Raffle New License Registration

## Pending

### Summary

Your registration was **not accepted**. [Fix and resubmit](#).

Organization			
Name	New Bingo Raffle Reg	Type	Charitable
Master ID	20173113378	Incorporated or founded	12/12/2000
FEIN		Registration year	Pending

Actions
<a href="#">History</a>

If your application has been rejected you will need to Fix & resubmit your application. Your status will remain Pending until approved.

# Bingo – Raffle New License Registration

## Current

### Summary

Organization			
Name	New Bingo Raffle Reg	Type	Charitable
Master ID	20173113378	Incorporated or founded	12/12/2000
FEIN		Registration year	2017
Phone	123-123-1231	Email	
Street	123, 123, CO 12345		
Mailing	n/a		

License			
License #		Start	08/30/2017
Status	Current	Expire	12/31/2017
Games	Bingo, Pull tabs, Raffles	Renewal	You can renew starting 11/01/2017 if you have no outstanding quarterly report fines or filings.
Quarterly report exemption	No		
Number of members in good standing	123		
Last games manager oath signed by			
Last authorized individual signature	123 123		

Games manager in charge

[All games managers](#)

Once your license is approved, you will see a Current status along with additional information on your Summary page.

# Bingo – Raffle New License Registration

- If you have Bingo-Raffle questions or need additional assistance please contact the Bingo-Raffles program by:
  - Phone at 303-869-4910  
or
  - Email at [licensing@coloradosos.gov](mailto:licensing@coloradosos.gov)