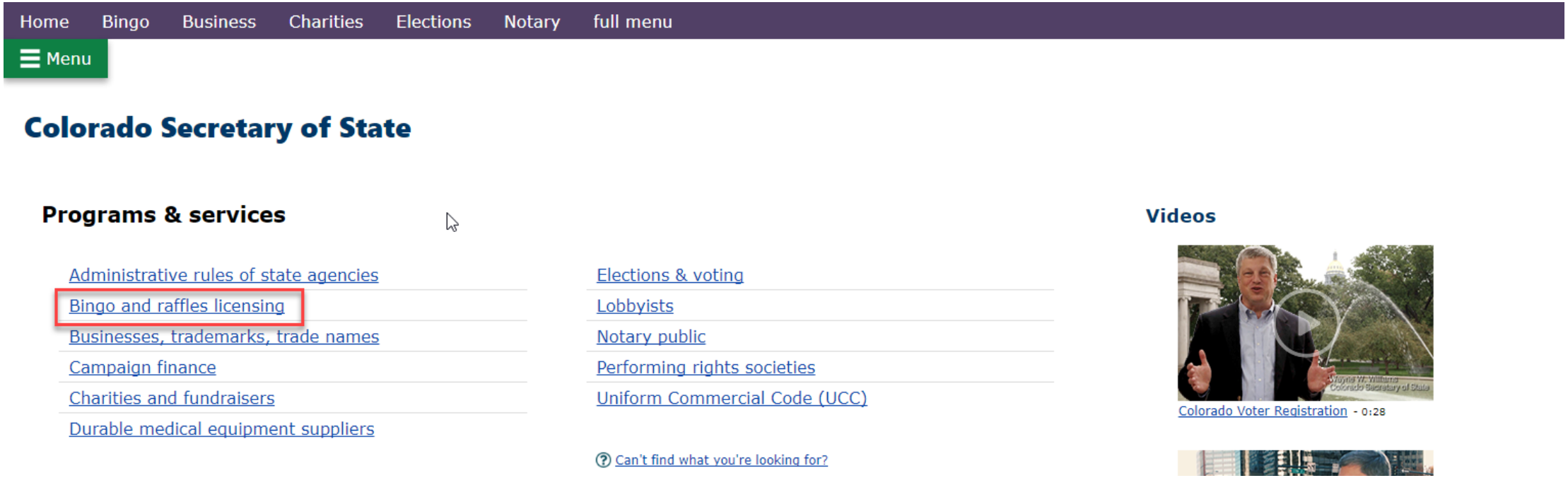
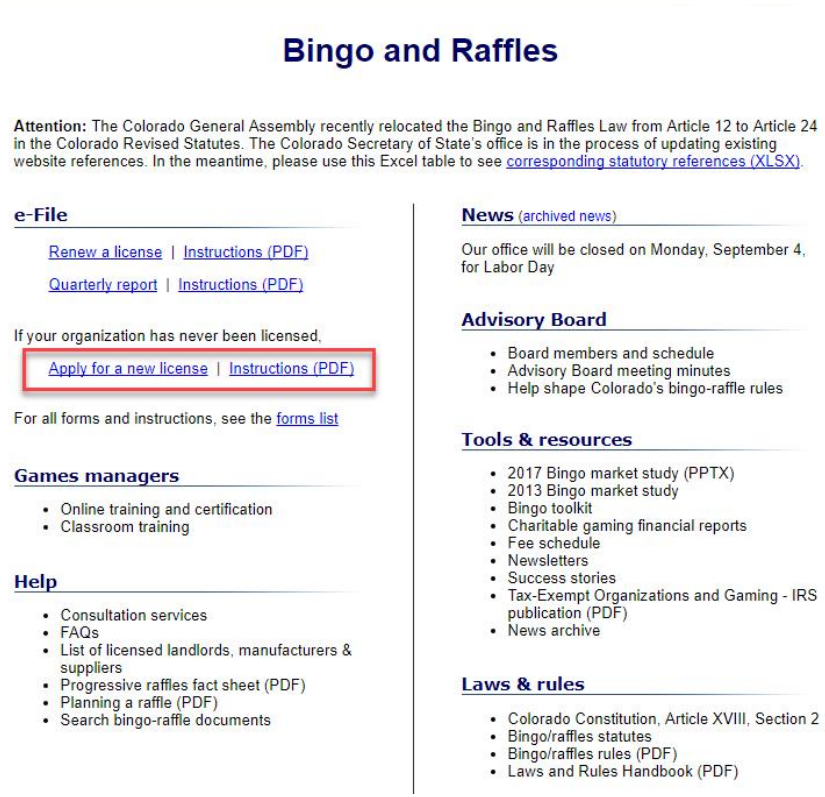
Instructions for Non-Profit New License Registration e-File

Bingo – Raffle New License Registration



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.sos.state.co.us.

Bingo – Raffle New License Registration



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)

Quarterly report | Instructions (PDF)

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

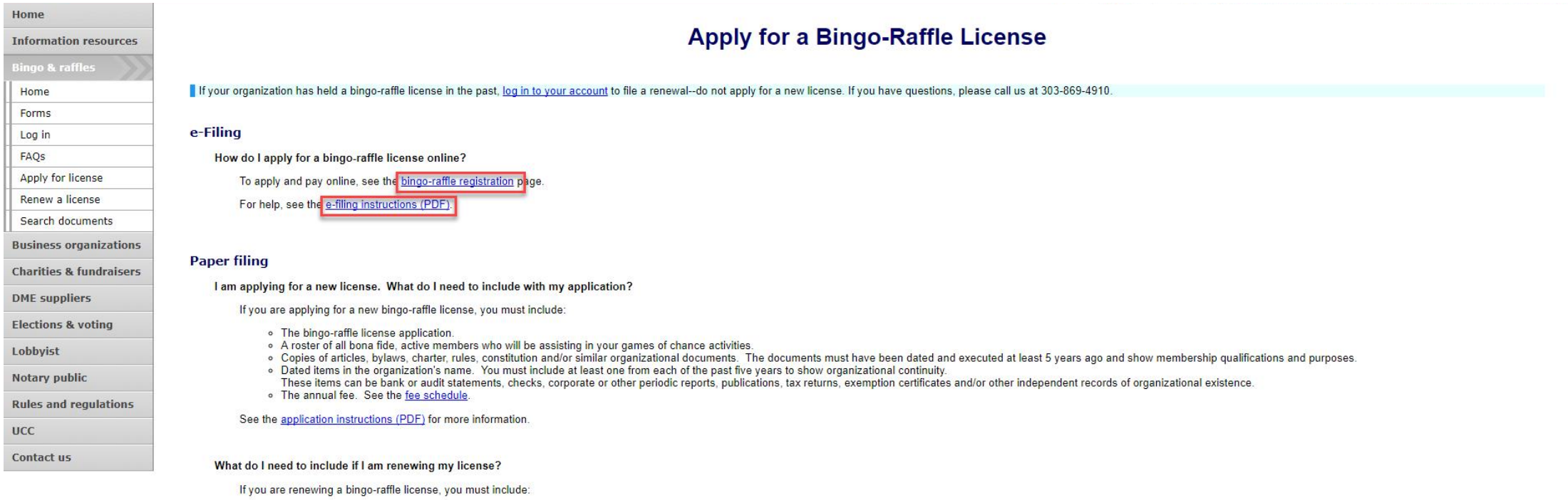
- 2017 Bingo market study (PPTX)
- 2013 Bingo market study
- Bingo toolkit
- Charitable gaming financial reports
- Fee schedule
- Newsletters
- Success stories
- Tax-Exempt Organizations and Gaming - IRS publication (PDF)
- News archive

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



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.

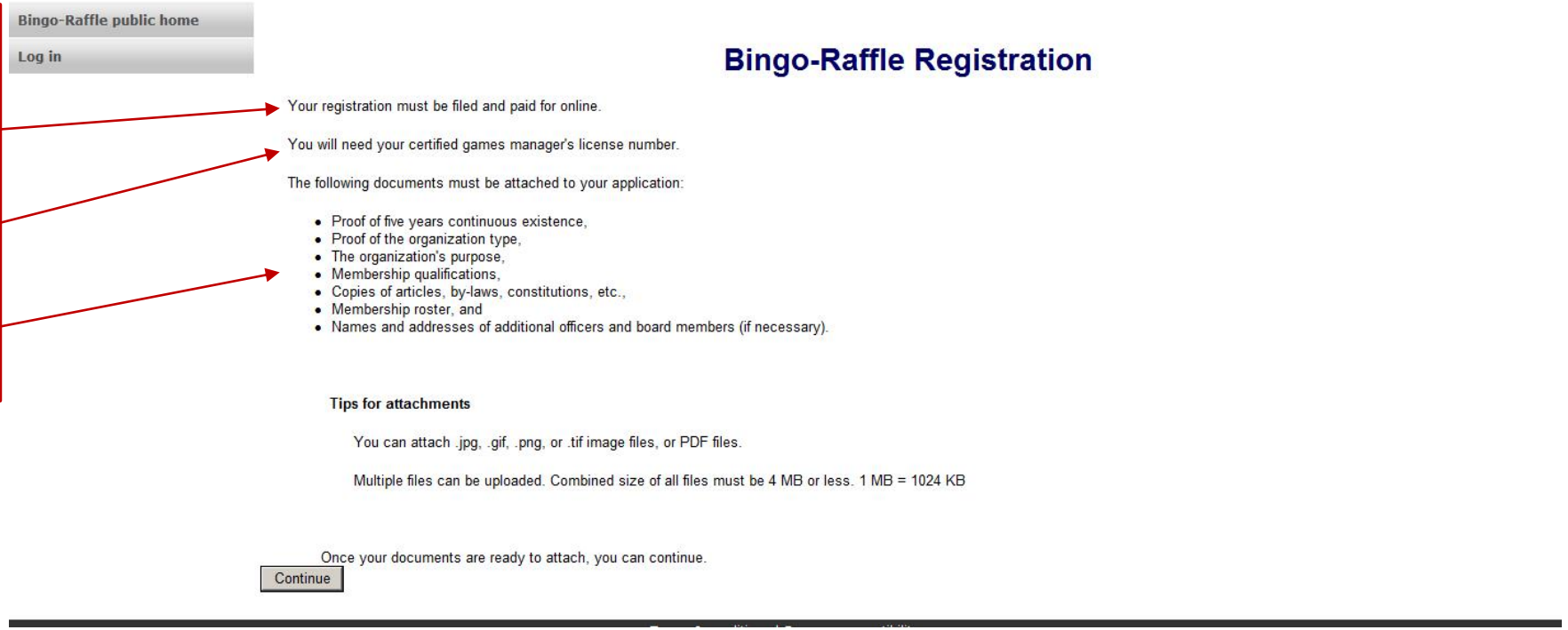
Bingo – Raffle New License Registration

Key Detail:

Payment

Games Manager

Documents Required



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

Begin your new license registration.

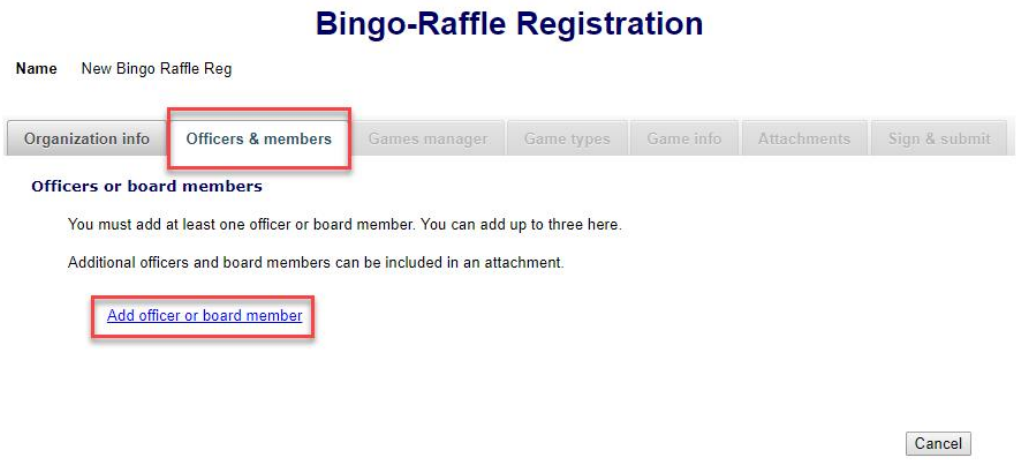
Bingo – Raffle New License Registration

Organization Info

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

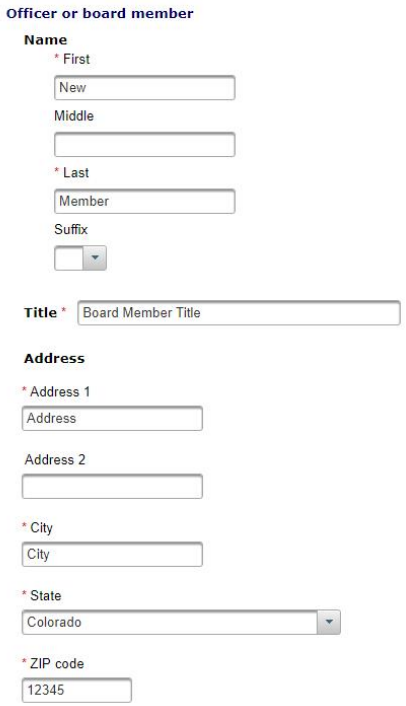
Officers & members



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

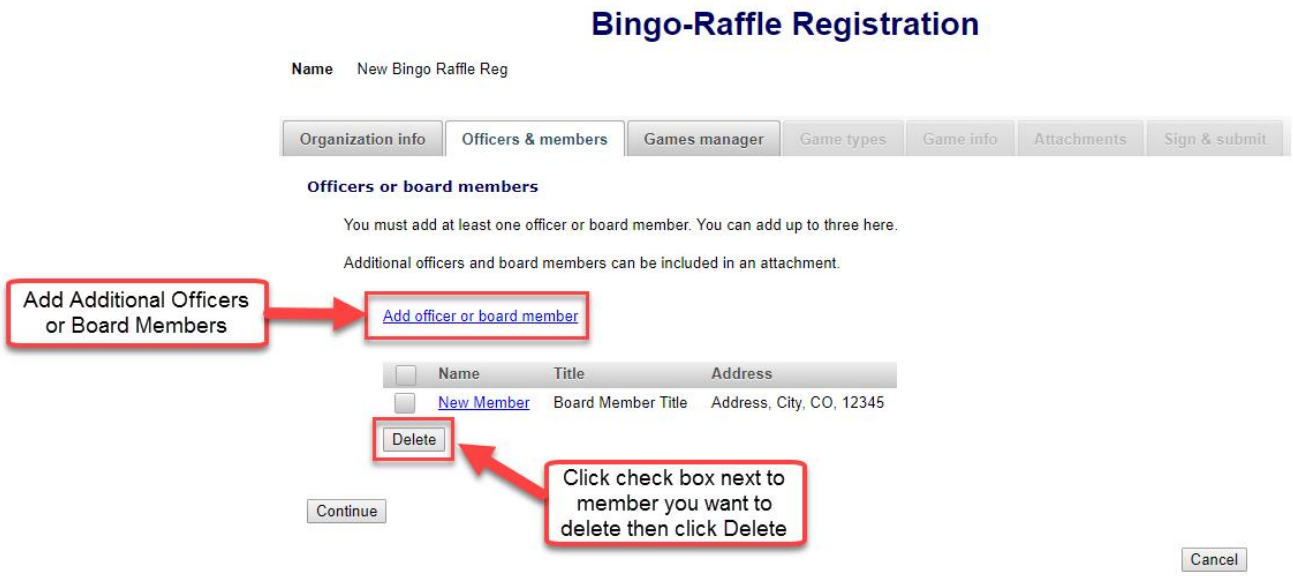
Officers & members



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

Bingo – Raffle New License Registration

Officers & members



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.

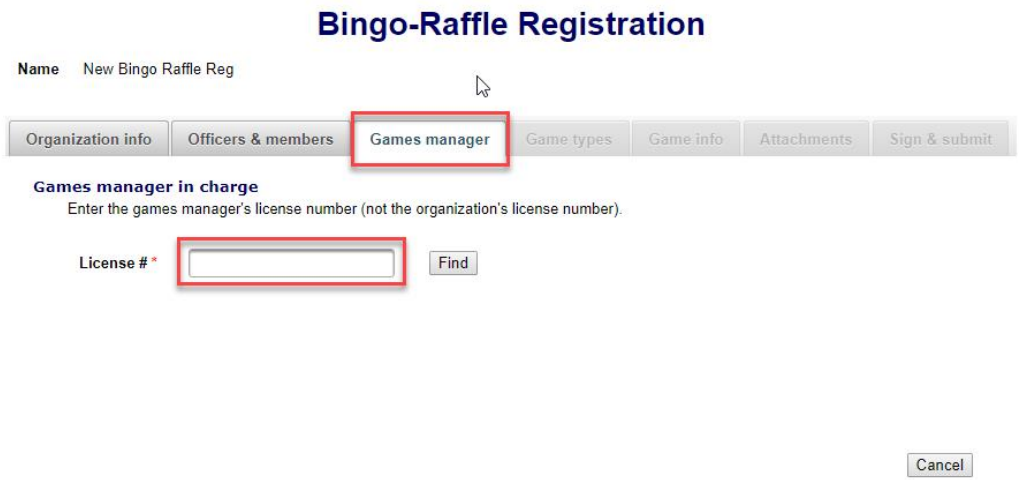
Bingo – Raffle New License Registration

Officers & members

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

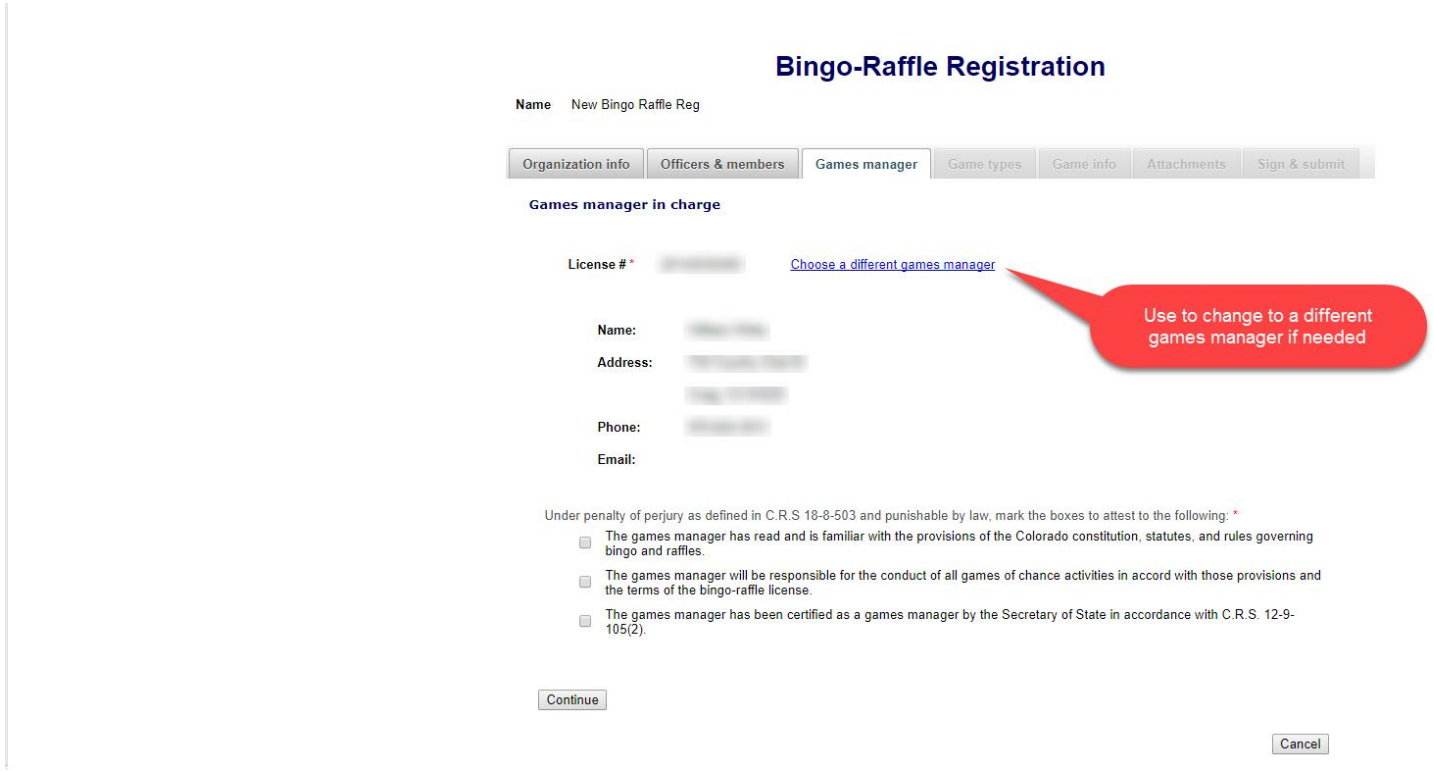
Games manager



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

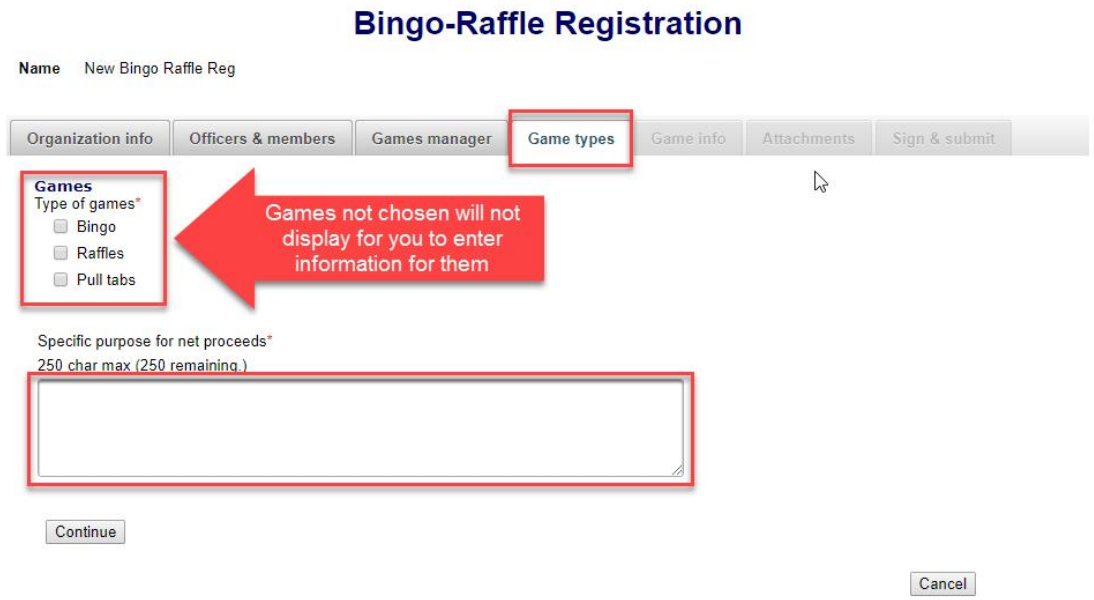
Games manager



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



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”.

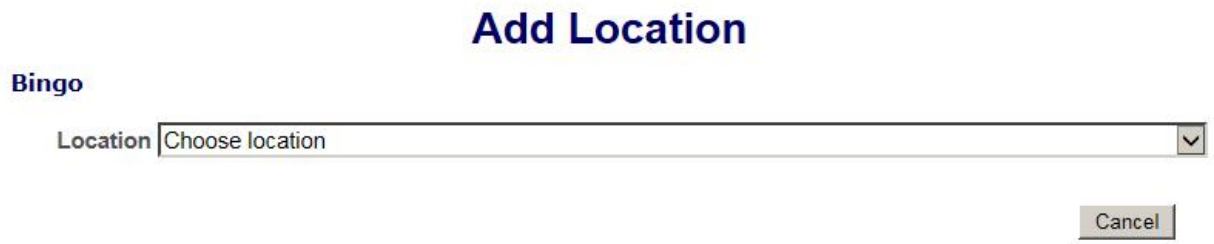
Bingo – Raffle New License Registration

Game info

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



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

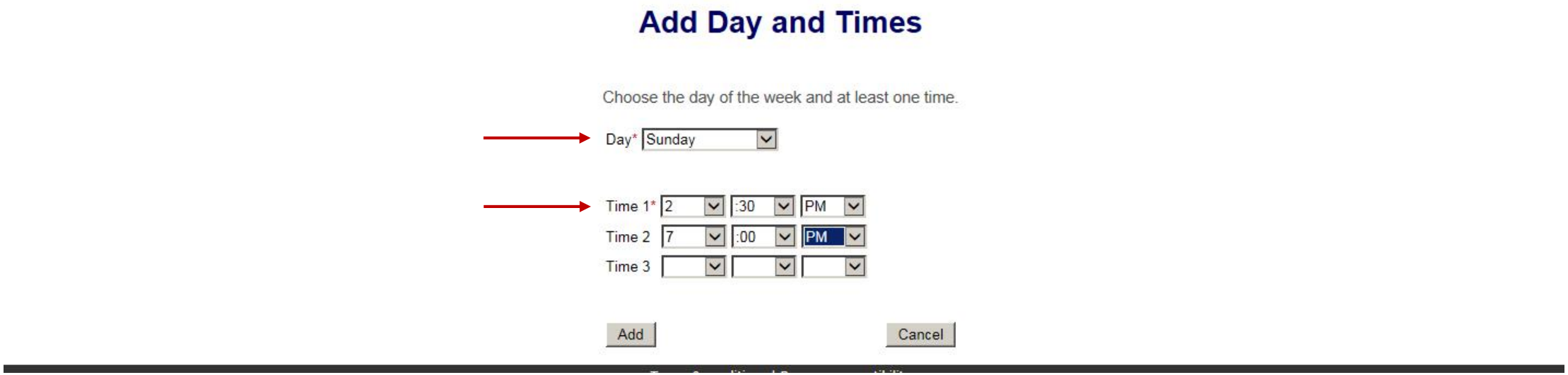
Bingo – Raffle New License Registration

Game info

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

Bingo – Raffle New License Registration

Game info

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

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

Bingo – Raffle New License Registration

Game info

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

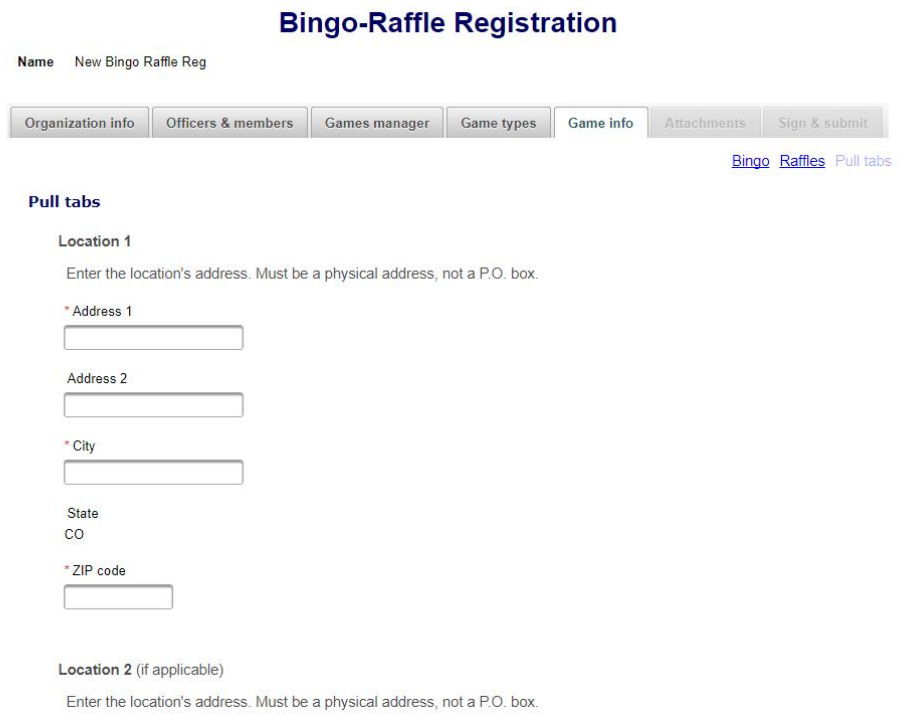
Bingo – Raffle New License Registration

Game info

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

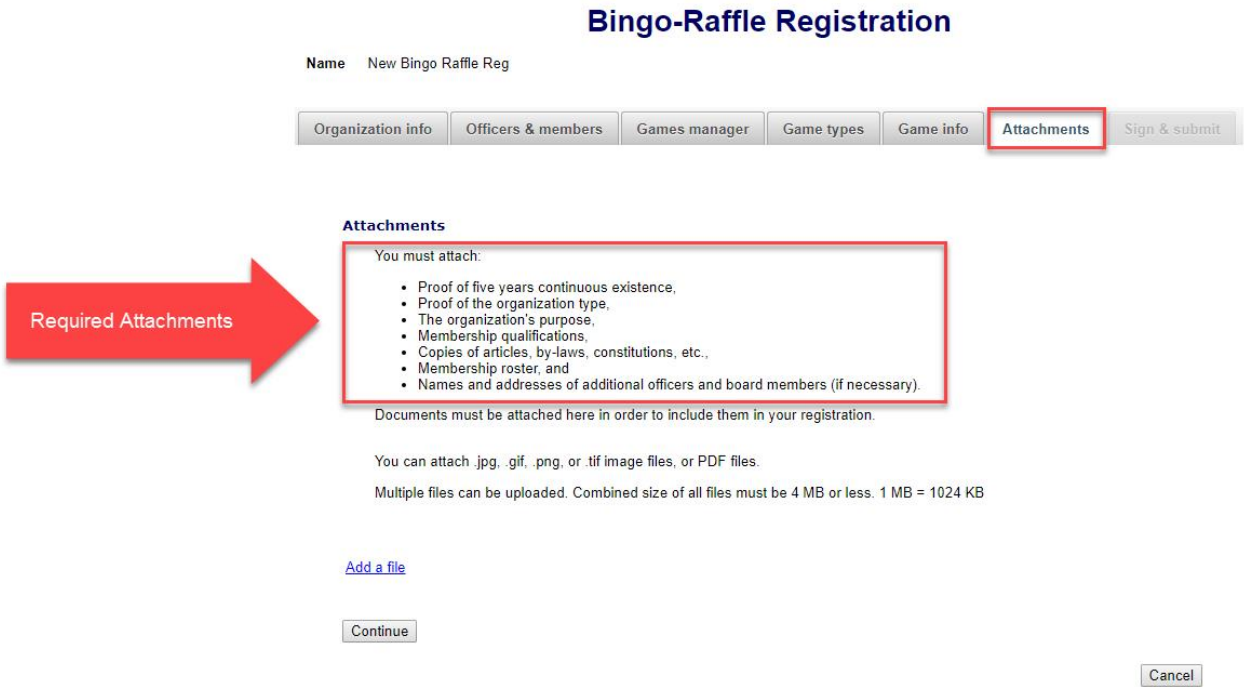
Game info



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

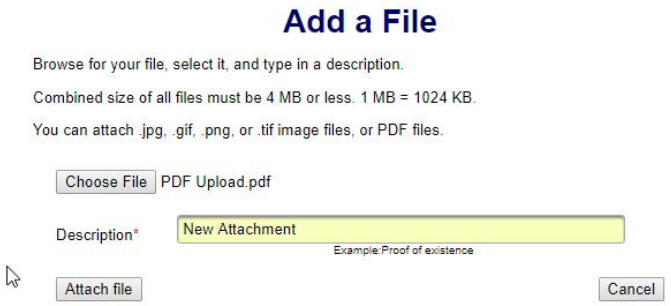
Attachments



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



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.

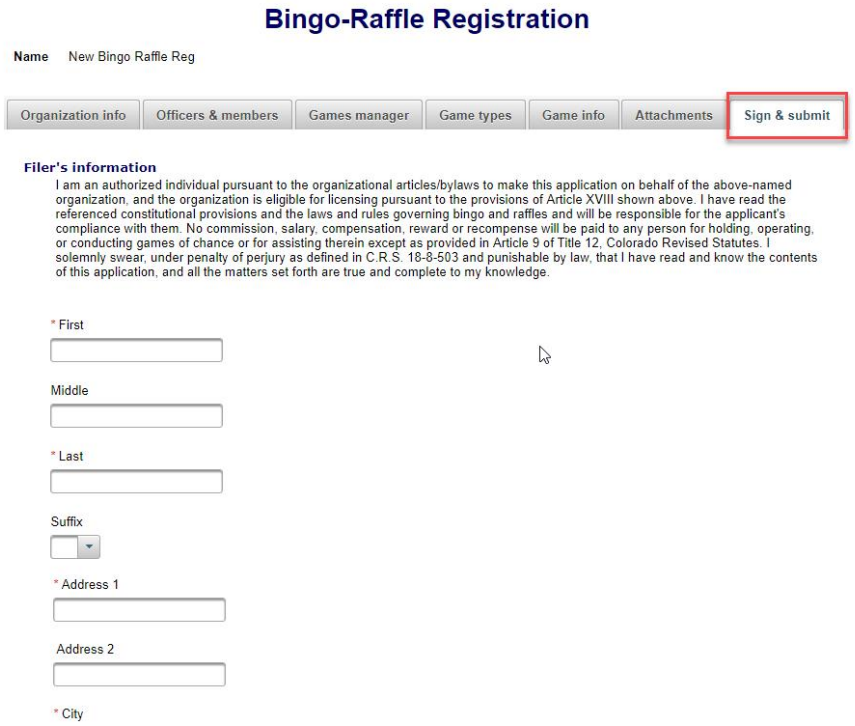
Bingo – Raffle New License Registration

Attachments

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

Bingo – Raffle New License Registration

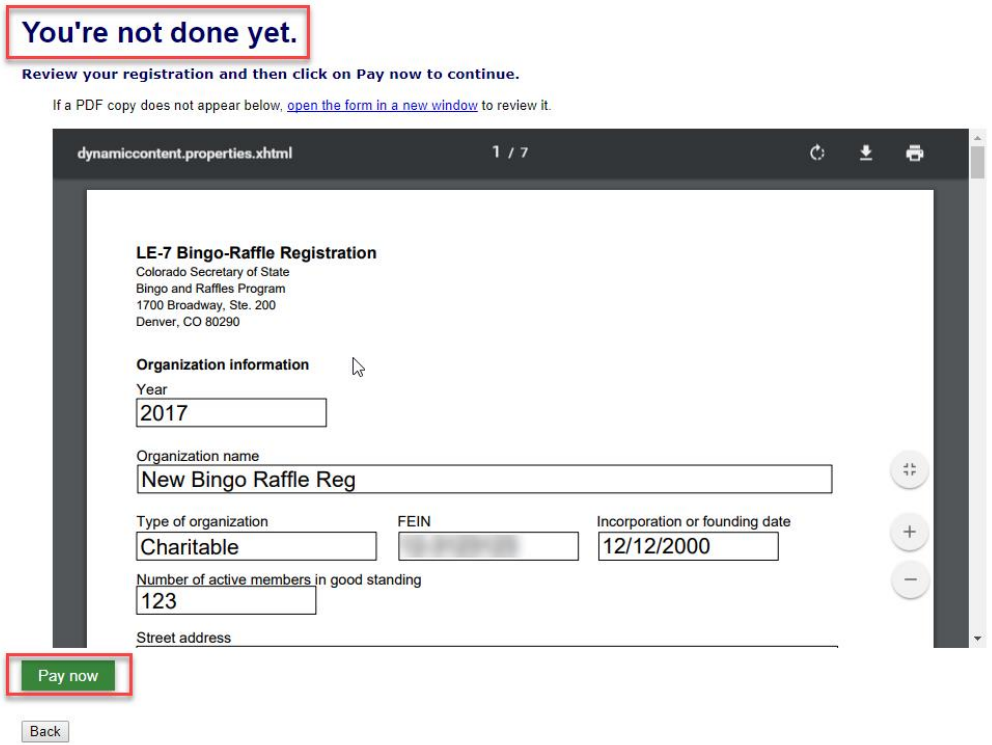
Sign & Submit



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

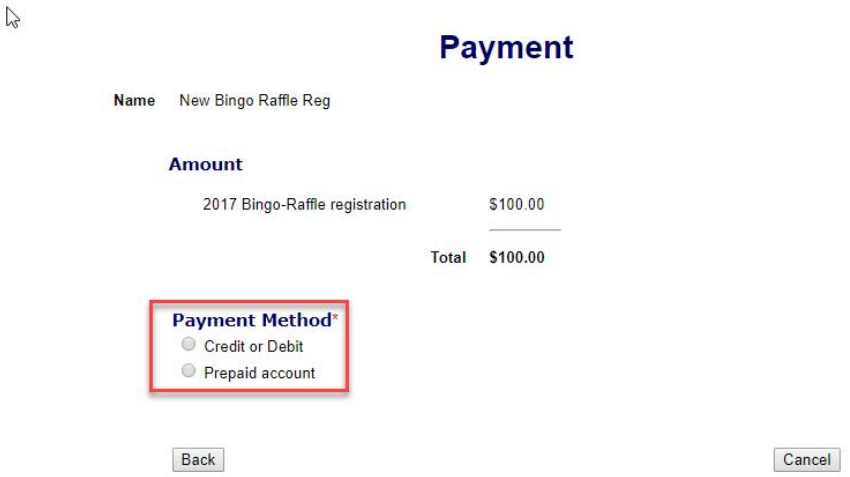
Sign & Submit



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

Bingo – Raffle New License Registration

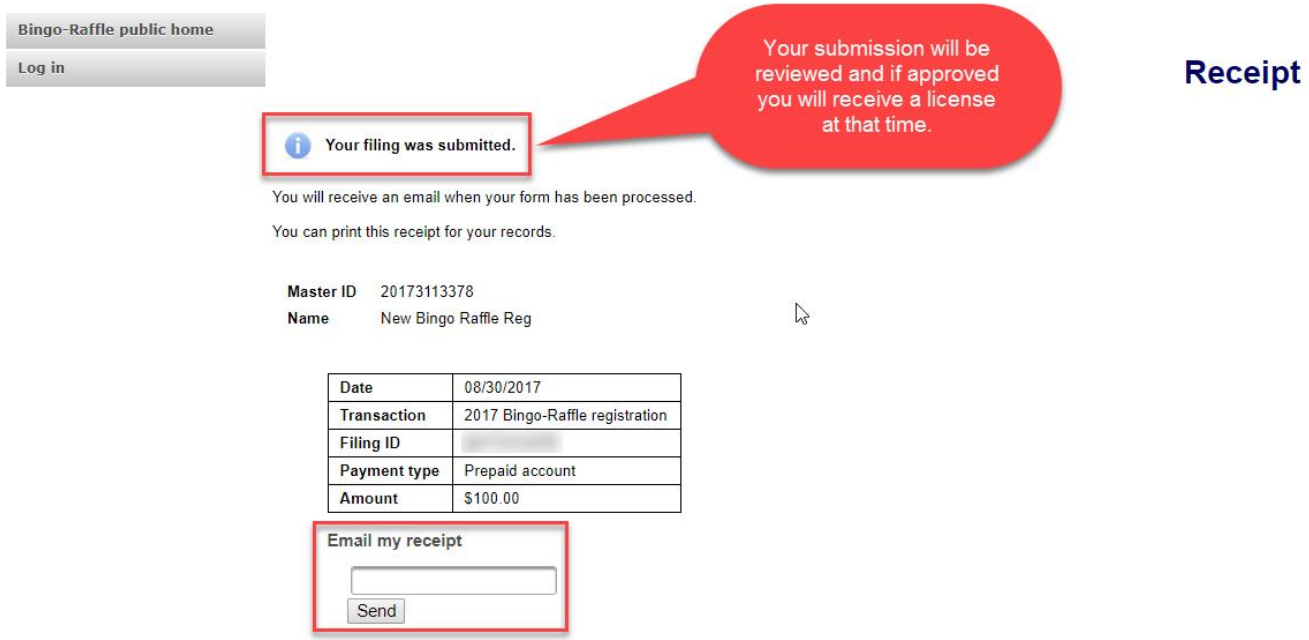
Payment



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



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

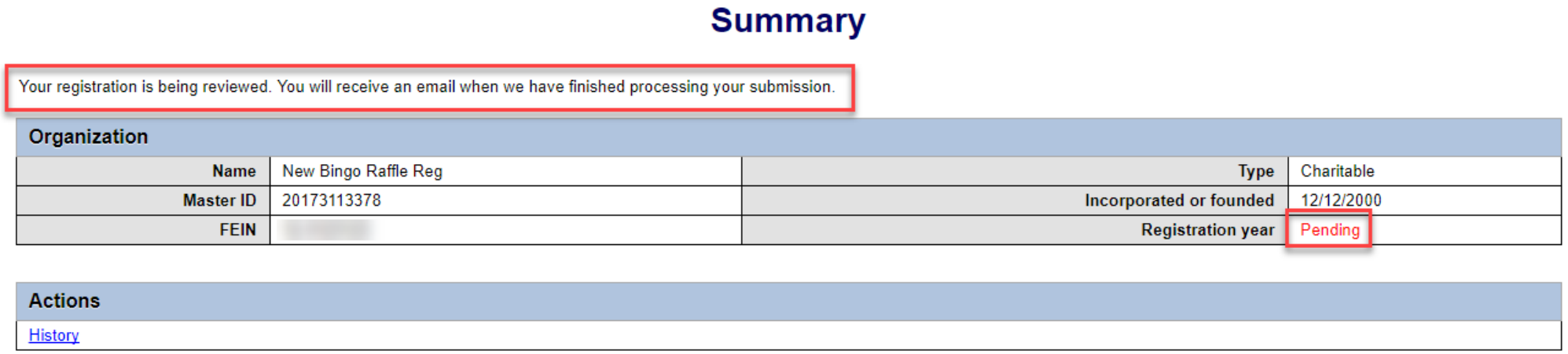
- Initial Submission – Status is Pending
  - email notification to set up account
- Account set up- Login – Status is Pending
  - Summary Page – Registration year –Pending. * Message- Your registration is being reviewed. You will receive an email when we have finished processing your submission.
- Registration 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	[redacted]	**Registration year**	Pending

Actions
History

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	[redacted]	**Registration year**	Pending

Actions
History

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	[redacted]	**Registration year**	2017
Phone	123-123-1231	**Email**	[redacted]
Street	123, 123, CO 12345		
Mailing	n/a		

License			
License #	[redacted]	**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@sos.state.co.us