

# **GEORGIA PRE-LICENSE BINGO CHECK LIST**

## **New License Application**

### **TO BE PROVIDED BY THE APPLYING ORGANIZATION TO GBI:**

- ( ) Bingo Application Form Completed
- ( ) License Fee (\$100.00) Provided
- ( ) Copy of Organization's Charter / Incorporation Papers
- ( ) Copy of Organization's Constitution and By-Laws
- ( ) IRS Exemption Letter – Determination of Non-Profit Organization
- ( ) Georgia Sales Tax Registration Documentation /State Sales Tax Number
- ( ) Location of Street Address Where Bingo Sessions Will Be Conducted
- ( ) Copy of Organization's Lease for Bingo Location
- ( ) Current Financial Statement of Organization
- ( ) Source of Funds for Bingo Operation
- ( ) Names, Addresses, Telephone Contact, Credit Account Numbers Info for all Organization Creditors
- ( ) Copies of Contracts for Leases for Bingo Equipment or Statement of Ownership
- ( ) Georgia Bingo Personal History and Background Forms for each Officer and Bingo Worker
  - Each Officer and Bingo Worker must be fingerprinted through the GAPS Program by a local Cogent Systems vendor
- ( ) A List of all Current Organization Members
- ( ) A Valid Email Address for the Organization to Send and Receive Communications, Newsletters, Etc.
- ( ) Letter of Good Standing from the State or National Organization that the Applicant is Affiliated (where applicable).
- ( ) Copy of the Fire Marshall's Certificate of Occupancy for the Proposed Bingo Location.

### **TO BE COMPLETED BY GBI:**

- ( ) Regional Investigation:
  - ( ) Location and Equipment Checked
  - ( ) Lease and Location Usage Verified
  - ( ) Interview with Applicant
  - ( ) Local Criminal History - Intelligence Check