

To apply for a RAFFLE License, the following documents must be submitted to the Municipal Clerk's office **AT LEAST FOUR (4) WEEKS PRIOR TO THE EVENT** to allow enough time to process the request. Please email clerk@mtnlakes.org or call 973-334-3131 extension 2006 to set up an appointment to drop off your application.

- Organization Registration (must be the original certificate issued by the State of New Jersey for current year)
- Four (4) Copies of the Application Packet, each packet must contain:
 - Completed [Raffle License Application](#) (with original signatures and original notary stamp/seal)
 - If Off-Premise, Sample Raffle Ticket ([50/50](#), [Merchandise](#))
- Two (2) Checks as applicable ([based on raffle type and/or value of prizes](#))
 - One (1) check payable to the "*Legalized Games of Chance Control Commission*"
 - One (1) check payable to the "Borough of Mountain Lakes"
- Copy of Driver's license(s) of the member(s) in charge

Please Note:

- Do NOT use staples on ANY part of the application. Each copy of the application should be held by paper clip.
- Name on the Application must match EXACTLY to the name on the Registration.
- Application MUST be signed by at least two members.
- Complete a separate set of Application Packets for each raffle event (i.e. On-Premise Basket Raffle, On-Premise 50/50, Off-Premise 50/50, etc.).
- For Casino Night, all equipment must be obtained from a licensed Casino Equipment Provider. The Equipment Provider should supply a [Form-13](#) which must be submitted with your application.
- There is a mandatory 14 calendar day holding period before a license can be issued. This waiting period is imposed by the New Jersey Legalized Games of Chance Control Commission.
- Once your event has occurred, the State requires that you complete a [Raffle Report of Operations](#) (must be notarized) and send it to the Legalized Games of Chance

Control Commission no later than the 15th day of the calendar month immediately following the month of the event. Based on this filing, additional fees may be required.

To AMEND an already issued Raffle/Bingo License, visit [Amending a Raffle/Bingo License](#).

There are additional requirements for some raffle types. For more details refer to the State's website at www.njconsumeraffairs.gov/lgccc.