TO:  APPLICANTS FOR A RAFFLE LICENSE  
FROM:  SHERIFF CHRIS PRINE  

The Sheriff’s Office has been given the responsibility of issuing Raffle Licenses, due to recent legislation enacted by our State Legislature regarding raffles. The enclosed application booklet contains the Raffle Law, Raffle Procedures and an application for a Raffle License Application.

When applying for a Raffle License, you should complete the application in its entirety, and return it to the Criminal Investigation Division. Schools, civic groups and organizations are encouraged to complete one application and the license will cover all the sub-groups. For example, a high school could apply for a Raffle License and all groups, associated with the school, (booster clubs, key clubs, choral groups, band, etc.) could use the same license.

We have been advised that there may be some changes to the Raffle License Legislation; therefore, please be patient as new changes occur in the Raffle License procedures. It is our goal to assist applicants by making the process for applying for a Raffle License as easy as possible.

Sincerely  
Sheriff Chris Prine  
Lowndes County, Georgia  

CP/rh
RAFFLE LICENSE BOOKLET

This booklet contains the Raffle Law, raffle procedures, and an application to hold raffles. Applications should be returned to the Criminal Investigative Division. Any application which contains false information or is not filled out in its entirety will be disapproved. Schools, civic groups and organizations are encouraged to fill out one application which will cover all subgroups. (Example: If the band of a High School wanted to have a raffle they would use the Raffle License Number of the High School instead of applying for a separate license.)
The Sheriff has been given the responsibility for administering and approving the issuance of Raffle License for nonprofit, tax-exempt churches, schools, and civic organizations who are qualified under Section 501(C) of the IRS or who are approved as a bonafide nonprofit organization by the Sheriff. The Sheriff has directed the Criminal Investigative Division to maintain the raffle records and conduct background investigations prior to raffle licenses being issued. The following procedures will be adhered to:

APPLICATION: Any organizations requesting a raffle license shall be given an application booklet which must be filled out in its entirety. Application booklets shall be maintained and distributed by the Criminal Investigative Division.

BACKGROUND INVESTIGATIONS: Applicants who apply for a raffle license shall return the completed application booklet to the Criminal Investigative Division. Investigators receiving the applications shall ensure that the applicants keep a copy of the raffle law which is part of the Application Booklet.

Organizations which have been in existence for more than twenty-four months immediately prior to making application for a raffle license, and who have official documentation of Tax-exempt status from the IRS shall be reviewed and turned over to the Sheriff for approval.

Applicants who do not meet the above guidelines may apply for a special limited license. This special limited license may be approved by the Sheriff and shall authorize a nonprofit, tax-exempt organization to operate up to three (3) raffles during a calendar year. Investigators conducting backgrounds for a special limited raffle license shall gather that information which is necessary to determine the authenticity and validity of the organization.

LICENSE: After review and approval by the Sheriff, the Criminal Investigative Division shall issue a License to the approved organization. License numbers shall be the same as the case file number given to the Application when a background investigation is started.

RAFFLE VIOLATIONS: Any allegations pertaining to violations of the raffle law shall be assigned to the Criminal Investigative Division and given a miscellaneous number and an investigation shall be conducted in a manner that will allow a final determination to be made regarding the allegations(s).
RAFFLE LAW

The following is a summary of the Raffle Law. Please refer to Ga. Code 16-12-22.1, Raffles operated by nonprofit, tax-exempt organizations, for its entirety.

Any other law to the contrary notwithstanding, no nonprofit, tax-exempt organization shall be permitted to operate a raffle until the Sheriff has issued a license to the organization authorizing it to do so. The license described in this subsection is in addition to and not in lieu of any other licenses which may be required by this state or any political subdivisions thereof, and no raffle shall be operated until such time as all requisite licenses have been obtained. In the event a nonprofit, tax-exempt organization desire to conduct a raffle in more than one county, such organization shall not be required to obtain a license from the Sheriff of the county in which the state headquarters of such organization are located.

Any nonprofit, tax-exempt organization desiring to obtain a license to operate raffles shall make application to the Sheriff on forms prescribed by the Sheriff and shall pay an annual fee of $100.00 (which will be waived by Lowndes County). No license shall be issued to any nonprofit, tax-exempt organization unless the organization has been in existence for 24 months immediately prior to the issuance of the license. This license will expire at 12:00 midnight on December 31 following the granting of the license. Renewal applications for each calendar year shall be filed with the Sheriff prior to January 1 of each year and shall be on a form prescribed by the Sheriff.

The Sheriff shall refuse to grant a raffle license to any applicant who fails to provide fully the information required by this code section.

When a nonprofit, tax-exempt organization which operates or intends to operate raffles for residents of a retirement home, nursing home, or hospital by that organization at which gross receipts are or will be limited to $100.00 or less during each raffle, then, notwithstanding any other provision of this code section, neither the applicant nor any of the persons whose names and addresses are required under subparagraphs (A) and (B) of paragraph (1) of this subsection shall be required to submit or provide fingerprints or photographs as a condition of being granted a license.

The sheriff shall have the specific authority to suspend or revoke any license for any violation of this code section.

By making application for a license under this code section, every applicant consents that the Sheriff, as well as any of his agents, together with any prosecuting attorney, as well as any of his agents, may come upon the premises of any licensee or upon any premises upon which any licensee is conducting a raffle for the purpose of examining the accounts and records of the license to determine if a violation of this code section has occurred.

Notwithstanding the other provisions of this code section, the Sheriff, upon receiving written application therefor, shall be authorized to issue a special limited license to a nonprofit, tax-exempt organization which will allow it to operate up to three raffles during the calendar year. Each such single raffle shall be conducted in its entirety during a period not to exceed 30 days. In such cases, the Sheriff shall waive the license fee provided for in subsection (D) of this code section and the annual report provided for in subsection (I) of this code section.

Raffles shall be operated only on the premises owned by the nonprofit, tax-exempt organization operating the raffle, on property leased by the nonprofit, tax-exempt organization, and used regularly by that organization for purposes other than the operation of a raffle, or on property leased by the nonprofit, tax-exempt organization operating the raffle from another nonprofit, tax-exempt organization.
No person under the age of 18 years shall be permitted to play any raffle conducted pursuant to any license issued under this code section unless accompanied by an adult.

A licensee that conducts or operates a raffle shall maintain the following records for at least three years from the date on which the raffle is conducted:

- An itemized list of the gross receipts for each raffle;
- An itemized list of all expense other than prizes that are incurred in the conducting of the raffle as well as the name of each person to whom expenses are paid and a receipt for all expenses;
- A list of all prizes awarded during the raffle and the name and address of all persons who are winners of prizes of $50.00 or more in value;
- An itemized list of the recipients other than the licensee of the proceeds of the raffle, including the name and address of each recipient to whom such funds are distributed; and
- A record of the number of persons who participate in any raffle conducted by the licensee.

A licensee shall:

- Own all the equipment used to conduct a raffle or lease such equipment from an organization that is also licensed to conduct a raffle;
- Display its raffle license conspicuously at a location where the raffle is conducted;
- Conduct raffles only as specified in the licensee's application; and
- Not have more than one raffle during any one calendar day.

The Sheriff is authorized to promulgate rules and regulations which the Sheriff deems necessary for the proper administration and enforcement of this code section which are not in conflict with any provision of this code section.

Any person who operates a raffle without a valid license by the Sheriff as provided in this code section commits the offense of commercial gambling as defined in code section 16-12-22 and upon conviction thereof, shall be punished accordingly. Any person who knowingly aid, abets or otherwise assists in the operation of a raffle for which a license has not been obtained as provided in this code section shall be guilty of a felony and, upon conviction thereof, shall be punished by imprisonment for not less than one nor more than five years or by a fine not to exceed $10,000.00 or both.
RAFFLE PROCEDURES

Applicant must provide the following information:

1. Applicants' name and home address.

   Note: If the applicant is a corporation, association, or other similar legal entity:
   A. The names and home addresses of each of the officers of the organization, and
   B. The names and addresses of the directors, or other persons similarly
      situated, of the organization.

2. The names and home addresses of each person who will be operating, advertising, or promoting
   the raffle. (Does not include ticket sellers).

3. The names and home addresses of any persons, organizations, or other legal
   entities that will act as surety for the applicant or to which the applicant is financial indebted or
   to which any financial obligation is owed by the applicant.

4. Convictions, if any, for the criminal offenses other than minor traffic offenses of each of
   the persons listed in numbers 1, 2, and 3 of this application.

5. Status of the organization must be one of the following:
   A. Nonprofit, tax-exempt church school, civic organization or related support group; or
   B. Nonprofit organization qualified under section 501 (c) of the Internal Revenue Code,
      as amended; or
   C. Bona fide nonprofit organization approved by the Sheriff.

      A determination letter from the Georgia Department of Revenue certifying that the
      applicant is exempt under the tax laws of the state, should be provided.

6. Length of time the organization has been in existence.

7. The location at which the applicant will conduct the raffles.
APPLICATION FOR LICENSE TO OPERATE RAFFLES

1. Name of applicant
   __________________________________________________________
   Address of applicant
   __________________________________________________________

2. Names and home addresses of each person who will operate, advertise, or promote the raffle.
   Name: ___________________________ Title: ______________________
   Address: _________________________

   Name: ___________________________ Title: ______________________
   Address: _________________________

   Name: ___________________________ Title: ______________________
   Address: _________________________

   Name: ___________________________ Title: ______________________
   Address: _________________________

3. List convictions, if any, for criminal offenses other than minor traffic offenses of each of the persons listed in numbers 1 and 2 of this application.

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

4. Status of organization:

   _____ Nonprofit, tax-exempt church, school, civic organization, or related group.
   _____ Nonprofit organization qualified under section 501 (c).
   _____ Bona Fide nonprofit organization approved by the Sheriff.
You must provide a determination letter from the Internal Revenue Service and the Georgia Department of Revenue certifying the tax-exempt status under State and Federal tax laws.

5. How long has the organization been in existence?

6. Location where raffle will be conducted.

RAFFLE LICENSE: Approved: _____ Disapproved: _____ Initials: ______

Comments:

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