



Parish Attorney/Gaming Enforcement Division
City of Baton Rouge/Parish of East Baton Rouge
10500 Coursey Blvd., Suite 204
Baton Rouge, LA 70816
Telephone (225) 389-5490; Fax (225) 389-5474

CHECKLIST

NECESSARY REQUIREMENTS FOR GAMING ENFORCEMENT DIVISION

THIS CHECKLIST MUST BE RETURNED WITH APPLICATION PACKAGE

Type of License:

- | | |
|--|--|
| <input type="checkbox"/> Charitable Gaming | <input type="checkbox"/> Commercial Vendor/Distributor |
| <input type="checkbox"/> Commercial Hall | <input type="checkbox"/> Video Bingo Distributor |
| <input type="checkbox"/> Non-Commercial Hall | |

- Copy of State License.
- Application completed and notarized.
- Fee paid
(Charitable Gaming - \$50); (Commercial Hall, Commercial Vendor, Video Bingo Distributor - \$500); (Non-Commercial Hall - Exempt)
- List of active members of organization or employees. (Include addresses and phone numbers both home and work). (New Applicants)
- Signed and notarized Audit Agreement.
- Signed Criminal History Waivers. (Must submit one for each worker, designated operator, owners, managers, and any sales representatives, etc.)
- Copy of lease or rental agreements pertaining to charitable gaming.
- Name of Treasurer/Accountant responsible for records, club records or hall records:

- Copy of Louisiana Charter. (Corporations and New Applicants Only)
- Copy of 501 C Tax Exemption Certificate. (New Applicants)
- Current Regular and Special Game Price List attached. (Bingo Only)
- Received copy of Parish Ordinance. (New Applicant)