



ARIZONA DEPARTMENT OF REVENUE BINGO SECTION

Bingo License Application Packet

Enclosed is your bingo application packet including: 1) Application for Bingo License; 2) Affidavit; 3) Endorsement by Local Governing Body.

All forms must be complete and legible. Please type or print using black ink only. Also, be sure to indicate on your application a telephone number where you (or another party responsible for the games) can be reached during the day. If you need additional forms or have any questions, please call the Bingo Section in Phoenix at (602) 716-7801.

The bingo license package for NEW license and appropriate fees must be forwarded to and approved by the local governing body, (the city council for incorporated cities or the county board of supervisors for unincorporated areas) prior to submission to the Bingo section.

As part of the review of your application for a bingo license, this Section shall conduct an analysis of any purchase agreement for either equipment and/or real property to determine that such agreement is bona fide. This analysis is conducted pursuant to ARS 5-406.F. The Bingo Section does not "approve" these agreements as to content or other legal ramifications. You are strongly advised to consult with independent legal counsel to determine your rights and obligations under these agreements.

It is advisable that you obtain and review a copy of the Arizona Revised Statutes on "Games of Bingo" and the Administrative Rules prior to initiating an application. These documents outline qualifications and requirements for obtaining a bingo license and may be purchased from:

Endorsement By Local Governing Body

Fill in lines 2, 3 and 4 on the *Endorsement By Local Governing Body* form and submit it to your local governing body. Upon their approval, they will return the form to the Bingo Section. A bingo license cannot be issued until we receive this form.

CHECKLIST

Send copies of all documents listed below unless otherwise noted.
Before mailing, check to make sure that you have included the following:

1. Completed application. (original)
2. Complete affidavits. Class B and Class C applicants must include a completed affidavit for each person participating in the conduct of your games. Class A applicants shall include a complete affidavit for each person participating as a manager, proceeds coordinator and supervisors. (originals)
3. Rental agreement if more than one licensee is using the same rented premises in which to hold bingo.
4. Application for Special Bonus Game. If you do not conduct special bonus games do not complete the application.
5. The license fee shall be payable to the Arizona Department of Revenue.
 - Class A: \$ 10.00
 - Class B: \$ 50.00
 - Class C: \$200.00

- A. The local governing body fee shall be payable to the appropriate local governing entity..
- Class A: \$ 5.00
 - Class B: \$25.00
 - Class C: \$50.00
8. If applying as a **qualified organization**, a current membership list shall be submitted. Current membership list shall indicate initial membership dates for all members of the applicant organization. Any person from any branch of the applicant who shall be participating in the operation of bingo games shall be included on the membership list.
9. If applying as a **qualified organization**, the following shall be submitted: charter documents, articles of incorporation, corporate bylaws, articles of association, minutes of the establishment meeting, and minutes of meetings for two years immediately prior to the date of application for the applicant, parent and auxiliary.
10. Purchase agreement for real property where applicable.
11. Purchase agreement/bill of sale for bingo equipment and supplies.
12. Local governing body endorsement. **(original)**