

Mail completed application to: VDACS
Office of Charitable and Regulatory
Programs
PO Box 526
Richmond, Virginia 23218



FORM 301
VDACS FINANCE CODE
988-02199

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
CHARITABLE GAMING SUPPLIER PERMIT APPLICATION**

General Instruction

- A. Use this application when applying for either a new or renewal Charitable Gaming Supplier Permit.
- B. Complete the entire application and all attachments. **DO NOT LEAVE ANY BLANKS.**
- C. Place "N/A" if item is not applicable. **Please type or print all answers.**
- D. If needed, attach additional documents or explanation sheets.
- E. Ensure application is dated and signed by the appropriate individual(s).
- F. Enclose a non-refundable \$1,000 application fee payable to: **Treasurer of Virginia.**
- G. Retain a copy of the entire application package for your records.
- H. You must submit this completed application, application fee, and, if applicable, all relevant documents and/or explanation sheets to the mailing address above.
- I. Allow 90 days for processing a COMPLETE application. Incomplete applications and/or the omission of applicable attachments may delay the process.

APPLICANT INFORMATION

1. Applicant Type: New Renewal OCRP No. (Renewal Only)

Type of Product: Bingo Paper/Supplies Electronic Devices Texas Hold'em Poker
 Instant Bingo/Pull Tabs Pull Tab Dispensing Devices Tournament Supplies

2. Full Business Name: _____
Corporate Mailing Address: _____
City: _____ State: _____ Zip: _____ Telephone: _____
Fax No. _____ Federal Employer ID No. _____

3. Corporation's Physical Address: _____
City: _____ State: _____ Zip: _____ Telephone: _____
Contact Person: _____ Title/Position: _____
Contact Person's Daytime Contact Telephone No.: _____ Fax No.: _____

STATE AND FEDERAL REGISTRATION INFORMATION

4. Type of Business Corporation Limited Liability Company
Check One Sole Proprietorship Partnership
 Other (Explain on a separate page) *Attachment* Yes No

5. Name of Virginia Registered Agent: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____ Telephone: _____

All domestic corporations, foreign corporations, and limited liability companies must be registered with the Virginia State Corporation Commission. Attach a current copy of a certificate of good standing from the Virginia State Corporation Commission. *Attachment* Yes No

STATE AND FEDERAL REGISTRATION INFORMATION

6. Is the applicant in compliance with the reporting of and filing of all Virginia monthly, quarterly, and annual reports mandated by the Virginia Employment Commission and the Virginia Department of Taxation, and the applicable transmittal of funds? If no, please provide a detailed explanation of any filing matters and/or delinquencies on a separate page. Yes No
7. Please provide the following State assigned account numbers for each entity provided below. If you do not have an assigned number, please provide a detailed explanation as to why a State number has not been assigned and the exemption that the applicant operates under.
- VA Employment Commission Account No. _____ VA Department of Taxation Sales Tax No. _____
- VA Department of Taxation Withholding No. _____ VA Department of Taxation Corp. ID No. _____
8. Does the applicant have a current Letter for Company Registration on file with the U.S. Department of Justice - Gambling Devices Registration Unit in accordance with the Gambling Devices Act of 1962? If no, please provide a written explanation as to why the applicant is exempt from this registration requirement. Yes No

BUSINESS INFORMATION

9. Attach a legible list of all locations where the applicant conducts business, including full name of the business/subsidiary, contact person, telephone and facsimile number, business and mailing address, city, state, zip code, and official jurisdiction. *Attachment* Yes No
- Does the applicant have offices, warehouse, or other outlets or facilities in addition to those identified above where gaming equipment and/or supplies are stored, sold, or manufactured? If yes, please attach a list in the same manner as required above. Yes No
10. Attach a list of at least three credit references including full business name, address, telephone number and contact person. *Attachment* Yes No
11. Attach a copy of each and every permit and/or authorization for each state or province in which the applicant provides charitable gaming supplies. *Attachment* Yes No
12. If previously permitted in Virginia or in any other state or province, has a permit and/or authorization ever been suspended, revoked, or subject to an administrative proceeding? Yes No
- If yes, provide all supporting documentation of the suspension, revocation, or administrative proceeding, the current status of the subject permit, and any agreement entered into in resolution of the matter.
13. Attach a list of the complete full names and titles of the persons involved with the charitable gaming supplier applicant as requested below. Please complete a Personnel Information Form for each individual designated in this section. *Attachment* Yes No
- | | |
|--|--|
| a. Sole Proprietor - Provide information for individual owner. | c. Limited Liability Company - Provide information for each member. |
| b. Partnership - Provide information for each partner. | d. Corporation - Each officer, director, person, owner, or entity having a 10% or greater interest (debt or equity) in the applicant. If an entity, provide a list of the individual officers, directors, persons, owners and/or entities having a 10% or greater interest, and the address and contact information. |
14. Attach a list of all agents/employees/independent contractors who will, in Virginia, provide supplies or market products designated in Item No. 1. Include the full name, home and mailing address, city, state, zip code, telephone number, and email address. *Attachment* Yes No
15. Has the applicant, a related business entity, or person identified in Item Nos. 13 and 14 ever been the subject of an administrative or legal action associated with charitable gaming? If yes, provide complete details on a separate page. Yes No
16. Has the applicant, a related business entity, or person identified in Item Nos. 13 and 14 ever been indicted, convicted, or arrested for any criminal offense? If yes, provide complete details on a separate page. Yes No

BUSINESS INFORMATION

17. Has the applicant, a related business entity, or person identified in Item Nos. 13 and 14 ever been involved in a civil action that allegedly constituted a crime(s)? If yes, provide complete details on a separate page. Yes No
18. Has the applicant, a related business entity, or person identified in Item Nos. 13 and 14 ever been delinquent on any payment owed to a governmental entity or creditor, or ever been sued for a debt? If yes, provide complete details on a separate page. Yes No
19. Is the applicant, a related business entity, or person identified in Item Nos. 13 and 14 currently a known party to any criminal and/or civil complaint or investigation? If yes, provide complete details on a separate page. Yes No
20. Attach a list of all banks and/or financial institutions utilized by the applicant organization, including name of bank, account number(s), mailing and street address, city, state, zip code, contact person, and telephone number. *Attachment* Yes No
21. Attach a list of the individual(s) and/or companies who prepare OCRP financial reports including full name of the person, business name, telephone and facsimile numbers, mailing and street address, city, state, zip code, and email address. *Attachment* Yes No
22. Provide the complete physical address of where the applicant's records of charitable gaming sales and transactions are stored including full name of contact person, physical and mailing address, city, state, zip code, telephone number, and email address. *Attachment* Yes No

PLEASE CONTINUE TO NEXT PAGE

