

## STATE GAMING LICENSE APPLICATION PROCEDURES

A non-profit organization considering applying for a state gaming license can find additional information regarding the license, game types, and reporting requirements available on the Attorney General's website at [www.ag.nd.gov](http://www.ag.nd.gov). The Gaming/Rules and Regulations section contains information regarding the laws and rules governing gaming within the state of North Dakota. The Licensing/Gaming License Application section contains the forms and instructions to apply for a state gaming license (forms are in a fillable format). The Gaming/Gaming Forms section contains information on recordkeeping forms for specific game types and quarterly gaming tax return forms and instructions.

The following procedure should be used in applying for a state gaming license:

1. Complete the enclosed gaming license application form fully. If application is being submitted for a state gaming license to conduct gaming in multiple sites located in more than one city or county, a Consolidated Gaming License Application form should be completed.
2. A separate site authorization form should be completed for each site that the organization intends to conduct gaming in. The site authorization must be approved by the local governing body of the city or county in which games of chance will be conducted (for a raffle, the conduct of the game is considered the drawing itself).
3. A separate rental agreement should be completed for each site in which the organization intends to conduct gaming. A rental agreement is required even if rent is not charged on any premise that is not owned by the organization. If your organization owns the premises, no rental agreement is required.
4. Enclose the \$150 license fee for each license being applied for.
5. The top official of the Organization must sign ALL DOCUMENTS.
6. New applicants include a copy of the organizations bylaws, articles of incorporation, and a copy of the corporate certificate or charter.
7. Enclose copies of minutes of the meetings dating back at least two years through the current date (required to ensure that the organization has been regularly and actively fulfilling its primary purpose within this state during the two immediately preceding years).
8. The organization must be properly registered with the North Dakota Secretary of State as a nonprofit organization. To ensure your organization is registered with the Secretary of State's office, please call 1-800-352-0867 ext, 8-4284.
9. Complete a Form W-9, "Request for Taxpayer Identification Number and Certification". Be certain to enter the full legal name of the organization on the first line of the Form W-9.
10. Mail all completed documents and fees to the Office of Attorney General at the address listed below.

If you have any questions, please feel free to contact the Licensing Section at (701) 328-2329.

**Return all documents to:**  
OFFICE OF ATTORNEY GENERAL  
LICENSING SECTION  
600 E BOULEVARD AVE DEPT. 125  
BISMARCK, ND 58505-0040