Checklist for BGC-SP. 001, Nonprofit Organization Annual Registration Form

Checklist and step by step instructions to assist individuals in the completion and filing of a nonprofit organization annual registration form. The annual registration form, BGC-SP. 001, is for nonprofit organizations to wish to conduct "controlled games," as defined in California Penal Code section 337j(e), at a nonprofit organization fundraiser.

NOTE: All applicants must qualify as a "nonprofit organization" as defined in Business and Professions Code section 19986, subdivision (h). To find out if your organization qualifies under one of the Revenue and Taxation Code sections 23701a, b, d, e, f, g, k, l, or w, you may contact the State Franchise Tax Board at (916) 845-4171.
Applications received without $100 registration fee will not be processed.

Type or print (in blue or black ink) all information requested on the application.

SECTION 1: ENTITY INFORMATION

- [ ] Provide at least one of the following: Federal Tax Identification Number (Issued by IRS), Corporate Number (Issued by Secretary of State), Organization Number (Issued by Franchise Tax Board), or Charitable Trusts Number (Issued by Department of Justice, Registrar of Charitable Trusts).
- [ ] Name of Organization.
- [ ] Address (street, city, state, zip code, and county). If applicant is a "chapter," please use principle address of the chapter. PO Box addresses are acceptable.

SECTION 2: FUNDRAISER INFORMATION

- [ ] Date of Fundraiser, Fundraiser event hours where controlled games are played, and Estimated Attendance. Please be advised that the playing of controlled games cannot exceed five consecutive hours.
- [ ] Location of Fundraiser (name of building or residence, street address, city, state, and zip code).

SECTION 3: CONTACT PERSON INFORMATION

- [ ] Name of Contact Person for Fundraiser (this should be someone within the organization, who has direct knowledge of the fundraiser, whom the Bureau may contact if needed).
- [ ] Daytime Telephone Number for fundraiser contact person.
- [ ] E-mail Address for fundraiser contact person.

SECTION 4: GAMBLING EQUIPMENT/SERVICE SUPPLIER INFORMATION

- [ ] Own, Rent, or Donated. Check one if gambling equipment/services are owned, rented, or donated.
- [ ] Business Name of Supplier. Complete this section if equipment and/or services will be rented for the fundraiser. Otherwise, please type or print the owner or donator information.
- [ ] Address (street, city, state, zip code) and Daytime Telephone Number.
- [ ] Games and Equipment/Services. Please check all that apply. To obtain a list of other controlled games approved by the Department of Justice, please visit http://ag.ca.gov/gambling/standards.php.

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SECTION 5: FIDUCIARY INFORMATION

☐ Name, Title and Daytime Telephone Number of person with legal authority to make financial decisions on behalf of the organization.

SECTION 6: CERTIFICATION

☐ Original signature of Fiduciary is required in blue or black ink. Faxed applications, copies of applications, or applications with electronic signatures or stamps will not be accepted.

NOTE: If the Bureau is unable to process the application, the contact person listed on the application will be notified either by phone or in writing, so that any issues can be resolved on a timely basis. Once an application is approved, the Bureau will issue a certificate.

☐ $100 Registration fee. Please make check or money order payable to California Department of Justice. Cash or electronic payments will not be accepted.

Please mail form and registration fee to:
Department of Justice
Division of Law Enforcement
Bureau of Gambling Control
PO Box 168024
Sacramento, CA 95816-8024

Please do not mail this checklist.

NOTE: For overnight deliveries, most carriers require a physical address. Please mail to:
Department of Justice
Division of Law Enforcement
Bureau of Gambling Control
1425 River Park Dr. Ste 400
Sacramento, CA 95815

If you have questions or concerns, please call the Charitable Gambling Program Analyst at **(916) 263-3408 or e-mail: BGCCharitableGambling@doj.ca.gov**