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CHECKLIST FOR ORGANIZATIONS COMPLETING THE APPLICATION FOR A CHARITABLE BINGO LICENSE

This checklist should be used to determine the items required for submission of a complete bingo application. For the items in part 2 that cannot be submitted electronically, please send these required items to the Ohio Lottery, Office of Charitable Gaming, 615 W. Superior Avenue, Cleveland, OH 44113-1879. These required items should be postmarked within 10 days of submitting the on-line application.

All Applicants

1. Go to https://coin.ag.state.oh.us to create, complete and submit your bingo application. Instructions for getting started are located on the first page you'll see in the bingo application system.

2. **Additional Items required based on Applicant's Organizational Type**
   The following items or attachments (in the left hand column) are required as noted in the chart below. Determine the type of charitable organization that matches the manner in which the Applicant is organized and operated as indicated in the Bingo Application. Highlight or mark the vertical column beneath that Organizational Type. For every "X" in that column, look at the "Item Required" column for a description of the item needed.

Table 1 – Renewal Applicants Only: ITEM REQUIRED	501(c)(3)	Vol. Firefighters	Vol. Rescue Service	Sporting	Veteran's	Fraternal
Instant Bingo Contract with Owner/Lessor – Type III licenses	X	X	X			
Fundraising Contract with 501(c)(3) org. – *Type III licenses*				X	X	X
Copy of the lease(s) – *If bingo premises are rented*	X	X	X	X	X	X
Township, City or County letter of recognition or ratification		X				
Certificate of good standing with state org.					X	X
NEW FOR 2013: Proof of being exempt and/or current with the Attorney General registration requirements under Ohio Revised Code 109 and/or 1716 (submit a letter of determination of exempt OR go to http://www.ohioattorneygeneral.gov/CharitableSearch.aspx) search for your organization, print the information, and submit it with the application.	X	X	X	X	X	X

Table 2 –Initial and New Renewal Applicants: ITEM REQUIRED	501(c)(3)	Vol. Firefighters	Vol. Rescue Service	Sporting	Veterans	Fraternal
Instant Bingo Contract with Owner/Lessor – Type III licenses	X	X	X			
Fundraising Contract with 501(c)(3) org. – *Type III licenses*				X	X	X
1 - Individual Organization's IRS Determination Letter OR 2 - A group letter issued to the state or national organization AND a subsequent letter from IRS to the individual organization verifying the organization is included in the group determination OR a letter or other verification from the state or national organization that the individual organization is included in the group (e.g. the certificate of good standing).	X	X	X	X	X	X
Copy of the lease(s) – *If bingo premises are rented*	X	X	X	X	X	X
Township, City or County letter of recognition or ratification		X				
Certificate of good standing with state org.					X	X
Documentation/Verification of services, programs & activities of the Applicant	X	X	X	X		
Proof of continued existence in Ohio for the previous 2 years	X	X	X	X	X	X
Proof of affiliation with a state or national sporting org.				X		
NEW FOR 2013: Proof of being exempt and/or current with the Attorney General registration requirements under Ohio Revised Code 109 and/or 1716 (submit a letter of determination of exempt OR go to http://www.ohioattorneygeneral.gov/CharitableSearch.aspx) search for your organization, print the information, and submit it with the application.	X	X	X	X	X	X