

Information to Gather for Charitable Gaming License

If you're interested in applying for a Charitable Gaming License, this document will help you gather everything you need before starting your application.

Organization Personnel Information

- Gaming Organization Information: Organization Name, Physical Address, Mailing Address, Phone Number, Email Address
- Gaming Manager: Name, Phone, Email, Date of Birth, Record Check Date
- Top Official: Name, Phone, Email, Date of Birth
- Governing Board Members (multiple entries): Name, Phone, Date of Birth
- Primary Contact: Select either the Gaming Manager, Top Official, or one of the Governing Board Members (this is the person who will receive information from our Gaming Division to share with your organization)
- Independent Auditor: Name, Phone, Email, Date of Birth, Record Check Date
- Employee List: Name, Title, Volunteer Status, Date of Hire, Date of Birth, Date Background Check Completed (must be done within 21 days of employment and every 6 years after). Access this information on obtaining by visiting our [Record Check Forms page](#).

Organizational Operation Information

- Organization [Gaming Internal Control Manual](#)
- [Tax-Exempt Certificate](#) issued by the IRS
- Federal Employer Identification Number (FEIN)
- Date the organization registered as a nonprofit with the North Dakota Secretary of State (*Must be at least two years prior to the application date.*)
- Type of Eligible Organization (*public-spirited, veteran, public-safety, educational, etc.*)
- Whether the organization is Chartered (*document required if yes*)
- Articles of Incorporation (*document required – Do online with Secretary of State*)
- Charitable Organization Statement of Primary Purpose
- Corporate Certificate (*document required- – request certificate through [Secretary of State](#)*)
- Organizational By-Laws (*document required- Often in your Membership Handbook*)
- Board of Director Meeting Minutes for the previous two years (*documents required in PDF format*)

Additional Questions You Will Need to Answer

- Has the organization ever had any gaming violations in the last 5 years? If yes, explanation and documentation required.
- Does the organization currently hold a [Local Permit](#) for Games of Chance? If yes, explanation and documentation required.
- Does the organization own or rent the premises where Games of Chance will be conducted? If own, a Deed is required
- Jurisdiction List: Provide a list of all cities and counties where gaming will be conducted (*License fee: \$175 per city or county*)

Documents to Gather Before Applying

Please ensure the following documents are **saved electronically** (*PDF format*) on the computer you will use to complete the application. Having these ready ahead of time will allow you to upload them quickly during the application process.

- Internal Control Manual (*call our office if you need training to complete this*)
- Charter Document (*if the organization is chartered*)
- Articles of Incorporation
- Charitable Organization Statement of Primary Purpose
- Corporate Certificate
- Organizational By-Laws
- Board of Director Meeting Minutes for the Previous Two Years
- [SFN 17996 Gaming Site Authorization](#) Form (*completed and signed*)
- [SFN 9413 Rental Agreement](#) Form (*completed and signed*) **OR** Deed/Title if the organization owns the premises
- Any documents required in the Additional Questions section, if applicable

Additional Features of the New Licensing Portal

- Submit incident reports directly through the portal to the Gaming Division—no separate emails or forms required
- Upload and update Site Authorizations and Rental Agreements at any time during the year by submitting completed forms through the system
- Add, edit, or mark inactive key personnel such as Gaming Managers, Governing Board Members, Top Officials, Auditors, and contact information directly in the portal.
- View current and past license applications in one place for easy reference

Please Note:

- All data must be entered directly by the organization in the portal.
- All required documents must be uploaded within the application.
- The Gaming Division cannot enter information or upload documents for organizations.
- Documents sent by email cannot be processed instead of portal submission.

If you still have questions **after** reviewing the preparation materials, please contact us to help.



NORTH DAKOTA OFFICE OF ATTORNEY GENERAL GAMING DIVISION

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