

# COUNTY OF BERKS, PENNSYLVANIA

## Office of the Treasurer



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A. Dennis Adams, CPA, Treasurer

Socrates J. Georagadis, Esq., Solicitor

### ELIGIBLE ORGANIZATION GAMES OF CHANCE APPLICATION CHECKLIST

Please review all items prior to submitting your application to avoid a delay in processing.

The following items must be provided in order to obtain a Games of Chance license. Organizations that do not provide the required items noted below may be ineligible to receive a license.

1.  **PAYMENT** – Check, money order, or certified check may payable to the Berks County Treasurer must be enclosed with application. If presenting license in person, cash can also be accepted.
2.  **INCORPORATED** – Filed copy of the Articles of Incorporation.
3.  **NON-INCORPORATED** – By-laws, mission statement, certificate of charter, or other legal documents that define the organization's structure and purpose.
4.  **ONE-YEAR SERVICE** – Any documentation indicating the organization has been fulfilling its purpose for one year prior to applying for a license.
5.  **NON-PROFIT STATUS** – Internal Revenue Service tax exemption approval letter or official documentation indicating the applicant is a non-profit, charitable organization.
6.  **LEASED OR RENTED PREMISES** – Attach copies of all written lease or rental agreements between the applicant and the owner of the premises upon which the games of chance will be conducted, if such premises are rented or leased.
7.  **OWNED PREMISES** – Title or deed to the premises.
8.  **PA DEPARTMENT OF REVENUE ANNUAL REPORT** – 'Club Applicants' with liquor licenses only – Attach the most recent annual report filed with the PA Department of Revenue.
9.  **SECTIONS 1-12 AND SCHEDULE A-E** – All parts must be completed in their entirety.
10.  **MONTHLY LICENSES ONLY** – In Section 10, state the first day of the 30-day period for which you wish to have the license issued. The last day of the 30-day period should be the event/drawing date. (**NO** activity can take place prior to this date, including ticket sales or promotions and all activity must end 30 days from the issue date.)
11.  **NOTARIZATION** – The signature of the applicant must be affirmed by the notarization of page 2. (We do *not* have a notary available here in our office.)
12.  **PREVIOUS LICENSE** – Include your most recent, original license held from our office.

\*Applications that do not include all necessary documentation will be held in the Treasurer's office for a maximum of 30 days in a pending status. After that time period, incomplete applications will be made inactive and payment will be returned to the organization.

*Dedicated to public service with integrity, virtue & excellence*

[www.co.berks.pa.us](http://www.co.berks.pa.us)

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