

Frequently Asked Questions – Small Games of Chance

- Where do I mail my application and supporting documentation?
 - Please mail everything to the Berks County Treasurer, 633 Court Street, 2nd Floor, Reading, PA 19601. Do not send anything to the State as the applications are processed by each County Treasurer's office only.
- Who do I make my check or money order payable to?
 - Please make all checks and money orders payable to the Berks County Treasurer.
- How far in advance must I apply for a Small Games of Chance license or Special Raffle permit?
 - By law, our office has 30 days to review and approve/deny an application. Please allot at least that amount of time in order to obtain your license prior to your event. Delays will occur if your application is incomplete and/or missing supporting documents. All applications are processed in the order that they are received.
- How do I know if I have the most updated application?
 - Please always refer to our website to determine the most current application that is available from the State. A link to the REV-1752 is available to bring up a fillable PDF of the most updated information.
- What are the requested supporting documents that are necessary for a review?
 - By-laws, Articles of Incorporation, Certificate of Charter, deed or lease to the property, rental agreement in place with a non-owned facility, IRS exemption award letter are all necessary to include for a full review.
- Do I have to submit my supporting documentation every time I renew?
 - If you have submitted your documentation in the past, and renewed within the last year, we will have your information on file. If there was a lapse greater than a year in your renewals, documents were missing from your last application, or there have been updates to the documents that you last submitted, you must send those along to be reviewed.
- What if I do not have all of the supporting documents?
 - All supporting documents are required to complete a review on the organization's eligibility. If you cannot access one or more of the documents or one does not pertain to your organization, you must submit something in writing with an explanation as to why and an individual review will be completed in our office to determine the next steps to confirm eligibility.
- Must the supporting documents be originals or can they be copies?
 - Please submit only copies of your supporting documentation as we do not return any documentation after our review. We will keep everything on file for reference. Your application cannot be copies as the notarized signatures must be originals.
- Which block do I check under Section 1 if I am only obtaining a monthly license?
 - If you have never held a license in the past, you will check 'Initial Application'. If you have held a monthly or annual license in the past, you will check the 'Annual

Application' option. If you are not renewing; however, there are changes to your personnel or practices during your current license's validity, check the third option 'Change of Data'. A Change of Data must be submitted within 15 days of the change and prior to any licensed event that would take place within that time-frame.

- If my application is denied, will I be reimbursed?
 - If for any reason your application is not approved, we will either return your original form of payment or you will be issued a reimbursement check in full with a written explanation as to the reason of the denial.
- Can my license be processed same day —or— as I wait?
 - Unfortunately, it is not possible to obtain a license the same day as applied for since a full review of eligibility must be completed in our office and applications are reviewed on a first-come, first-served basis. If for any reason you need to have a license reviewed on a 'rush' basis, you must contact our office to speak with us directly. There is still no guarantee that your application can be expedited, dependent upon a number of variables; therefore, we recommend you apply at least 30 days in advance of your scheduled event.
- What do I do if my organization would like to host or sell tickets to an event in Berks County if we are licensed in another county?
 - Normal renewal processes are to be followed for your individual County and Berks County should be put on formal notice of the event and its details. Submission must be made to both the Treasurer and District Attorney's offices at least 30 days prior to your event, accompanied by the valid license supplied to you by your County Treasurer.
- Will my application be denied and returned if everything is not submitted correctly the first time?
 - Our office will make every attempt to reach out to you in regards to any incorrect or missing information prior to returning a license; however, please note this could cause delays.