

City of Oakes Game of Chance Permit

Each application for a game of chance permit needs to be submitted to City Hall and approved by the Council (Council meets the first Monday of each month).

A Permit is required for any game that requires exchange of money for an equal chance to win a prize.

FEE FOR PERMIT APPLICATION \$10.00

Once approval of the application is received from the Council, a Permit will be completed. The original is given to the applicant and must be displayed at the event. A copy is kept on file at City Hall and a copy is sent to the Attorney General.

State Gaming Site Authorizations also need to be approved by the Council and signed by the City Auditor. These licenses are necessary if the organization does Pull-Tabs and/or 21 games on a regular basis.

Raffle Boards:

When an organization with a permit wants to conduct a raffle board, they may be able to sell the squares up to 30 days in advance but are **required** to obtain the board from a distributor with a gaming stamp affixed to the board. If the board is sold and drawn on the same date, then the board is not required to be obtained from a distributor.

Distributors licensed in North Dakota are listed under the North Dakota Attorney General's website at www.attorneygeneral.nd.gov – Licensing and Gaming / License Holders - Gaming Licensees (Gaming Distributors), this link will bring up a PDF of all licensed distributors in ND.

Sports Pools:

The sports pools are now under the same consideration as a raffle when being conducted in a site that already has gaming established.

Please note the following rules for a permissible organization conducting activity at your licensed organization:

1. The permitted organization should contact the licensed organization to make them aware of the event being held at their location.
2. If the activity is conducted at the site where there is a licensed organization, the gaming must be suspended **all day**, unless.
 - a. For raffles and sports pools, gaming only needs to be suspended during the raffle drawing or for sports pools, the duration of the sporting event.

- b. When the area for the raffle or sports pool is physically separated from the area where games are conducted by the regular organization, then the gaming does not need to be suspended. (Ex. Walled off conference room).

The full description is under North Dakota Century code is *N.D.C.C § 53-06.1-03 (3a)*.

Alternate Forms of Selection:

Games that are not approved games of chance are considered alternate forms of selection and MUST be approved by the Gaming Division prior to a permit being issued. Alternate forms of selection game examples are chicken bingo or cow pie bingo. Organizations requesting to conduct an alternate form of selection as a type of gaming must follow these steps to possibly be approved.

1. The organization needs to email Deb (dmcdanie@nd.gov) seeking approval to conduct an alternate form of selection. This email must identify the organization and then explain the exact details of the game type to be approved, how it will be conducted, how it will be regulated, how the winner will be determined, and what prize(s) will be rewarded.
2. The Office of Attorney General will then contact the organization with questions and clarifications until a decision is reached.
3. If approved, the organization may then request a permit from the city or county to be approved and the permit can be issued. A permit cannot be issued prior to the approval of the Office of Attorney General – Gaming Division.

Please note, this does not guarantee that the city or county will approve the request to issue a permit.

Raffles by a Political or Legislative District Party:

An organization that is a political or legislative district party, are limited to raffle game types only. No other game types are approved to be conducted by these organizations. The permit is a Local Permits; however, the organization is required to complete a Report for Restricted event Permit (SFN 52880) form and send to the Office of Attorney General – Gaming Division within 30 days of the event.

Local Permit SFN 17926 Form:

The Local Permit SFN 17926 form is never to be completed by the organization. Organizations that are requesting a permit must complete an Application for a Local Permit or Restricted Event Permit SFN 9338.

Dates Authorized:

Please be advised that the “dates authorized” on the permit are only the first event date through the last event date. This does not need to include the dates the organization is selling raffle tickets. If the permit is for a single event, then the date of the event will match the date authorized and the “exact dates” row.

Last Minute Permits:

There has been some misunderstanding about when permits are to be issued. The permit is to be issued prior to the first event date. It is highly recommended that permits are not to be issued the same day to make sure the permit is correct and there are no issues. However, it is up to the issuing body when they want to approve a permit. If the permit is issued close to or on the day of the first event date, it is then required that the permit be emailed to the Gaming Division that day at agogaming@nd.gov. The email to the Office of Attorney General must also include the written communication and approval from the gaming manager if the site already has a licensed organization authorized to conduct games.

Changing the permit after the initial permit has been issued:

When an organization has a change to make on their permit, even if the tickets have been printed and/or sold, the organization will need to email the Gaming Division for the approval of the changes per the rule listed below. The organization needs to email Deb (dmcddanie@nd.gov) for an approval of the change. After approved, the organization must contact the issuing body of the original permit to amend the permit. The issuing body must then send the amended permit to the Gaming Division.

Additionally, the organization must correct the tickets that have not been sold, attempt to contact the individuals that have bought tickets, and make a statement of the changes. The statement must be posted on the organization's public media profile(s) (website, social media), with the individuals selling the tickets, and posted / announced during the day of the raffle drawing.

Under 99-01.3-05-03(6)

A prize winner shall be drawn or determined on the date and at the location indicated on a ticket unless a different date or location is requested in writing and approved by the attorney general before the date of the drawing. If a different drawing date or location is approved, an organization shall notify the purchasers of the tickets of the change by contacting each purchaser or by making a public announcement. The attorney general may, for good cause, change the date or location for a drawing.

For more information contact the Attorney General's State Gaming Division at 800-326-9240 or the Licensing Section 701-328-2329.