



COMMUNITY AND ECONOMIC DEVELOPMENT

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5366
W: desplaines.org

CHECKLIST FOR A RAFFLE LICENSE

ALL APPLICANTS MUST REMIT THE FOLLOWING DOCUMENTS FOR PROCESSING

- Completed application for a Raffle License
- Documentation supporting the type of organization (issued by the State of IL)
- Copy of the driver's license for the raffle manager
- \$25.00 fee

DEPARTMENT PHONE NUMBERS FOR FURTHER QUESTIONS OR CONCERNS

Licensing Division / 847-391-5366

For information on licensing requirements and status of an application

Police Department / 847-391-5435

For information on requirements for roster, picture IDs, and background checks for employees and subcontractors working at /for the carnival



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APPLICATION FOR A RAFFLE LICENSE

PARENT ORGANIZATION INFORMATION

Organization Name: _____

Address: _____ Phone #: _____

City: _____ St: _____ Zip: _____

Religious Charitable Educational Labor Fraternal Veterans

Date of Incorporation: _____ # of Members: _____

RAFFLE MANAGER INFORMATION

Name: _____ Phone #: _____

Home Address: _____

City: _____ St: _____ Zip: _____

Driver's License: _____ Email: _____

RAFFLE INFORMATION

Dates for the sales of raffle tickets: _____

Dates(s) for determining winner: _____

Location for determining winner: _____

Fee(s) for a raffle ticket: _____

Description / value of each prize: _____

Total value of all prizes: _____

ATTESTATION

I attest that the parent organization and its affiliates are organized not-for-profit under the law of the State of IL and have been continuously in existence for five years and have maintained a bona fide membership actively engaged in its objectives.

I accept the responsibility for the conduct of the raffle conducted under this license in accordance with the provisions of the laws of the State of IL and municipal codes.

I certify the information provided is true and accurate; that the operators of the raffle are members of the organization and its affiliates, are all in good moral character and have not been convicted of a felony in a court of law.

Manager Signature: _____ Date: _____