



OFFICE OF
THE CITY
TREASURER

(618) 463-3500 | Fax (618) 463-3520
101 East 3rd St. | Room 102 | Alton, Illinois 62002
CITYOFALTONIL.GOV

APPLICATION *for a* RAFFLE LICENSE

Dear Applicant:

Thank you for taking the time to better understand the requirements for your organization to hold a raffle within the city limits of Alton. I hope the attached information finds you well and is helpful.

The application process under normal circumstances may take 14-21 days to complete, depending upon requirements submitted and approvals.

For specific questions related to Business Licensing with the City of Alton, please notify the treasurer's office at (618) 463-3540, 101 E Third, Suite 102, Alton, IL 62002, or treasurer@cityofaltonil.gov

Applications are available at the City Treasurer's Office or online.

- www.cityofaltonil.gov
 - Forms and Applications
- https://codelibrary.amlegal.com/codes/alton_il/latest/overview

Above is a link to the City of Alton Ordinance which contains information pertaining to RAFFLES (Title 4, Chapter 13)

For specific questions related to the Department of Revenue, please see the reverse side of this paper for contact information.

Once again thank you for choosing Alton.

Sincerely,

City Treasurer

Questions:

Call State of Illinois Department of Revenue at: (217) 785-5864

Mail your forms to:

**ILLINOIS DEPARTMENT OF REVENUE
OFFICE OF BINGO & CHARITABLE GAMES 3-215
PO BOX 19480
SPRINGFIELD, ILLINOIS 62794-9480**

Below are links to the **IL Department of Revenue** page which contains information and regulations for:

Non-Profit Organizations: <http://tax.illinois.gov/NonProfits/>

Charity Gaming: <http://www.revenue.state.il.us/CharityGaming/>

RAFFLE LICENSE CHECK LIST

THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION:

_____ **APPLICATION**

_____ **APPLICATION FEE**

A FEE OF \$50.00

_____ **STATEMENT**

A SWORN STATEMENT ATTESTING TO THE NOT-FOR-PROFIT STATUS OF YOUR ORGANIZATION SIGNED BY THE PRESIDING OFFICER AND SECRETARY.

_____ **FIDELITY BOND**

THE RAFFLE MANAGER SHALL SUBMIT A FIDELITY BOND (DISHONESTY BOND) EQUAL TO THE AGGREGATE RETAIL VALUE OF ALL PRIZES IN FAVOR OF THE ORGANIZATION.

Below is a link to the City code which contains information for: RAFFLE

https://codelibrary.amlegal.com/codes/alton_il/latest/overview (Title 4, Chapter 13)

Applications are available at the City Treasurer's Office. For specific questions, please notify Licensing at (618) 463-3540 or in writing at: 101 E Third, Suite 102, Alton, IL 62002 or email: licensing@cityofaltonil.com

(619) Forms can be found online at:

- www.cityofaltonil.gov
- Forms and Applications

Signature _____ Date _____

NAME OF ORGANIZATION: _____

ADDRESS: _____

TELEPHONE: _____

NAME OF RAFFLE MANAGER: _____

ADDRESS: _____

TELEPHONE: _____ **CELL:** _____

DESCRIPTION OF RAFFLE: _____

LOCATION WHERE RAFFLE CHANCES WILL BE SOLD: _____

TIME PERIOD THAT RAFFLE CHANCES WILL BE SOLD: _____

DATE / TIME OF DETERMINATION OF WINNING CHANCES: _____

LOCATION WHERE WINNING CHANCE WILL BE DETERMINED: _____

Signature _____ Date _____

Printed _____ Title _____
