

## LARGE AND SMALL BINGO LICENSE INSTRUCTIONS TO APPLICANTS

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Listed below are the steps which must be completed in order to make application for a Large or Small Bingo License. There are TWO different forms to complete: a Bingo License Application Part 1 and a Bingo License Application Part 2.

Upon receipt of your Part 1 application and supporting documents, your file will be reviewed to determine whether the organization can qualify for licensing. Additional information may be requested from you; therefore, the qualification process may require SIX WEEKS OR LONGER before a determination is made. You may expedite this process by submitting all of the required documentation for the organization category in which you are attempting to qualify.

### **BINGO LICENSE APPLICATION PART 1 (BSL-CG-1198)**

1. The application must be completed, signed, and dated by the principal officer of the organization, e.g. president, grand knight, worthy matron, etc.
2. Refer to the applicable "Qualification Information" sheet for the organization category in which you are applying and enclose ALL of the required documentation listed on that sheet.
3. Return the completed Bingo License Application Part 1, qualifying documents, and applicable fee to the address listed on the application. The fee is \$150 for an organization awarding up to \$3,500 in prizes per bingo occasion (no single game prize to exceed \$1,100, except the Michigan Progressive Jackpot Bingo Game); the fee is \$55 for an organization awarding up to \$300 in prizes per bingo occasion (no single game prize to exceed \$25).

NOTE: If you are going to conduct bingo at your own premises, you may complete Part 2 and submit it along with Part 1. If you are going to be conducting your bingo game at a licensed hall, we recommend you do not complete Part 2 until you have been notified that your organization has qualified for licensing.

### **BINGO LICENSE APPLICATION PART 2 (BSL-CG-1199)**

4. Upon completion of the review of the qualification documents, you will be notified in writing of our determination. You will be required to submit Bingo License Application Part 2 along with a copy of the proposed rental agreement if you are planning to rent a hall. You may only rent from a licensed hall; all terms of the rental agreement, including the amount of rent, must be approved by and on file with the bureau at all times. The bureau must give prior, written approval of any proposed reduction or increase in rent. If the location is not currently licensed by the bureau, the hall must complete a separate application process.
5. Upon final approval of your application, the license will be forwarded to the inspector in your area. Your organization is required to meet with the inspector to obtain the necessary training. When the inspector determines the organization is prepared to comply with both the game rules and record keeping requirements, the license will be released to you and the first bingo game may be conducted.

If you have any questions or need further assistance, please call our office at (517) 335-5780.