

## **APPLICATION/INVESTIGATION FORM FOR RAFFLE PERMIT**

Dear Raffle Permit Applicant,

Thank you for complying with state and local regulations by applying for a permit to conduct your raffle. If the amount of your prizes exceeds \$1500, you must apply to and be approved by both the MN Gambling Control Board and the City of St. Louis Park before selling raffle tickets. If you have not yet contacted the Gambling Control Board, please do so by calling (651) 639-4000 or check out their website at [www.gcb.state.mn.us](http://www.gcb.state.mn.us).

Enclosed you will find a St. Louis Park Application and Investigation form which must be completed and received before your application can be processed. The form also contains an information advisory and authorization which must be signed by both the CEO and Treasurer of your organization. You must also submit your state application form to us because it requires a city signature as well.

Upon receipt of your completed application materials, the Police Department will conduct an investigation. Dependent upon the outcome of that investigation, the City will select and act on one of the three options available:

1. Take no action - By taking no action, the city automatically allows the Gambling Control Board to issue a permit after a 30-day waiting period
2. Waive the 30-day waiting period - The city allows the Gambling Control Board to issue a permit before 30 days
3. Deny the application – Council may deny the application by passing a resolution within 30 days of the receipt of the application.

In most cases, option 2 is chosen by the city. Following an acceptable Police investigation, a waiver of the 30-day waiting period will be completed by the City Clerk and forwarded to you. You must then submit that waiver along with your application to the State Gambling Control Board.

If you have questions about our ordinance, these forms or the City's process for consideration of your application, please feel free to contact me at 952-928-2840.

Sincerely,

Melissa Kennedy  
City Clerk

