



Borough of Manasquan  
Municipal Clerk's Office  
201 East Main Street  
Manasquan, NJ 08736  
(732) 223-0544 ext. 235

## BACKGROUND INSTRUCTIONS

### Complete online background check (which is good for a 12 month period):

- Applicant must log on to <https://www.njportal.com/njsp/criminalrecords/> and click on the **Online Form 212A** (a highlighted block located on the lower left side of page).
  - ORI Number NJ0132700
- Applicant will follow the prompts for demographic and payment information.
- Upon completion of the form, the applicant will receive an email confirmation & receipt that will include a confirmation number.
- At this time, the request will be forwarded to the Police Department's work queue for approval and submission to the NJ State Police for processing.
- Applicant can find more detailed information by clicking on the **Help Tab**, located on the top right side of the page.



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## Checklist for Raffles Applicant

New Jersey Legalized Games of Chance Control Commission (LGCCC) has a final say on all determinations for games of chance. The Borough of Manasquan acts as a liaison to the LGCCC, but cannot contest any denial, time restraint or fee the LGCCC institutes.

<input type="checkbox"/>	<ul style="list-style-type: none"><li>• All applications must be submitted 5 <b>(five)</b> weeks prior to event<ul style="list-style-type: none"><li>o <b>Date Submitted</b> _____</li></ul></li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Contact information for application<ul style="list-style-type: none"><li>Name _____ Phone _____</li><li>E-mail _____</li></ul></li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Application must be submitted in triplicate (3 copies)<ul style="list-style-type: none"><li>o Each copy of the application must contain only two (2) original signatures</li><li>o <b>Each copy of the application must contain an original notary seal</b></li><li>o <b>Application Form</b> can be obtained at clerk's office or found online at <a href="https://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx">https://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx</a> and select application for Raffle License</li></ul></li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Copy of valid Registration card issued by LGCCC (<b>Must bring original registration card to Clerk's Office</b>)<ul style="list-style-type: none"><li>o Must be valid through the date of Raffle</li></ul></li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• An online background check will be done with each application (instructions can be obtained from clerk's office). Application will not be forwarded to the state without a background check.</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Sample ticket needs to be provided if the raffle is Off Premise</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Check for fees payable to Legalized Games of Chance Control Commission (LGCCC)<ul style="list-style-type: none"><li>o For fee schedule, please visit <a href="http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx">http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx</a></li><li>o Common games of chance and corresponding fees are attached</li></ul><b>Amount</b> _____</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Check for fees payable to Borough of Manasquan<ul style="list-style-type: none"><li>o Fees to the Borough of Manasquan are the same amounts as the fees to LGCCC</li></ul><b>Amount</b> _____</li></ul>

### Other Important Information

- Raffle license and gambling poster must be displayed conspicuously during the games – license and poster to be picked up at Clerk's office prior to event.
- For more information, visit <http://www.njconsumeraffairs.gov/lgccc/Pages/default.aspx>
- Registration with the LGCCC allows the privilege of holding a game of chance. Each game must be applied for and licensed with the Town where the game is to be held.
- **A Raffle Report of Operations** must be submitted to the LGCCC no later than the 15<sup>th</sup> day of the calendar month immediately following the date of the licensed activity. A Copy must also be submitted to the Borough of Manasquan, along with any fees due.
  - o **Failure to file this report will result in future applications being denied.**
  - o The form can be found at <http://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx>