

Process for Obtaining Ontario Charitable Gaming Licence

1. Obtain a written permission from the City of Ottawa

Please send an email to **Amberine Graham**, with your event details.

Amberine Graham
By-Law Service Assistant
City of Ottawa
By-law & Regulatory Services
735 Industrial Avenue, 2nd Floor
Ottawa, Ontario K1G 5J1
tel.: 613-580-2424 ext. 24767
fax: 613-580-2818
email: Amberine.Graham@ottawa.ca
www.city.ottawa.ca

She will promptly send you a written permission (City of Ottawa approval letter) and you can then proceed.

2. Obtain and complete the bingo/raffle form

To obtain the forms, please visit:

BINGO - https://www.agco.ca/sites/default/files/6002_g.pdf

RAFFLE - https://www.agco.ca/sites/default/files/6004_g.pdf

For assistance in completing the forms, call AGCO at: 1-800-522-2876

3. Sign the form

Two members of your organization must sign the application (United Way Ottawa - GCWCC does not sign). It is highly recommended that 1 of the 2 signatures be your organization's GCWCC Treasurer

4. Prepare your certified cheque or money order (personal cheques will NOT be accepted) *made out to: **The Ministry of Finance***

Please contact the Gaming Registration Officer at 1-800-522-2876 if you require assistance with calculation of license fees and minimum/maximum prize values for the event.

5. Email the following documents to your GCWCC Portfolio Manager

- the application form
- the City of Ottawa approval letter

6. Your GCWCC Portfolio Manager will prepare a letter of agreement and will send it back to you by email (PDF document). Once countersigned please email a copy back.

7. Mail complete application form along with the following:

- the City of Ottawa approval letter
- the certified cheque or money order
- United Way Ottawa letter of agreement

Important: please call 1-800-522-2876 to obtain a "contact name" before mailing your documents.

Gaming Registration Officer
Alcohol and Gaming Commission of Ontario (AGCO)
90 Sheppard Ave. East, Suite 200,
Toronto Ontario M2N 0A4

Applications should be sent at least 30 days before the event (45 days for new applications).

8. The province of Ontario will issue your license and send it directly to you.

AGCO Reporting

A report must be filed within 30 days of the end of the event.

To obtain the reports, please visit:

BINGO: https://www.agco.ca/sites/default/files/6348_g.pdf

RAFFLE: https://www.agco.ca/sites/default/files/6347_g.pdf

For assistance in completing them, please contact the Gaming Registration Officer 1-800-522-2876

The same two members of the organization/agency who have signed the request must sign the report (United Way/Centraide Ottawa - GCWCC does not sign)

Deposit slips must be attached to the report

The report is mailed to your contact (see #7) at AGCO

Email a copy of the final report to your GCWCC Portfolio Manager