

Instructions for Non-Profit License Renewals

e-File

Bingo – Raffle License Renewal

Home
Information resources
Bingo & raffles
Business organizations
Charities & fundraisers
DME suppliers
Elections & voting
Lobbyist
Notary public
Rules and regulations
UCC
Contact us

Bingo and Raffles

File & search

- Apply for a bingo-raffle license
- Consultation services
- **Log in**
- Forms list
- Search bingo-raffle documents

Games managers

- Online training and certification
- Classroom training

Help

- FAQs
- List of licensed landlords, manufacturers & suppliers
- Progressive raffles fact sheet (PDF)
- Planning a raffle (PDF)

e-Filing instructions

- License application (PDF)
- Renewal (PDF)
- Quarterly report (PDF)

Advisory Board

- Board members and schedule
- Advisory Board meeting minutes
- Help shape Colorado's bingo-raffle rules

Tools & resources

- Bingo market study
- Bingo toolkit
- Charitable gaming financial reports
- Fee schedule
- Newsletters
- Success stories
- Tax-Exempt Organizations and Gaming - IRS publication (PDF)
- News archive

Laws & rules

- Colorado Constitution, Article XVIII, Section 2
- Bingo/raffles statutes
- Bingo/raffles rules (PDF)
- Laws and Rules Handbook (PDF)

[Sign up to receive Bingo-Raffle News Email Updates](#)

Login to your Bingo – Raffle Summary page to begin the process

Bingo – Raffle License Renewal

Login

Bingo-Raffle

Log in to your account

Master ID *

Password *

[Forgot password?](#)

[Terms & conditions](#) | [Browser compatibility](#)

To login, you will need your Master ID and Password. If you have forgotten your password, use the Forgot Password link to reset.

Bingo – Raffle License Renewal

Renew

Summary

Summary
History
Quarterly reports
Games managers
Fines
Change password
Log out

Organization			
Name		Type	
Master ID		Incorporated or founded	
FEIN		Registration year	
Phone		Email	
Street			
Mailing			

License			
License #		Start	01/07/2015
Status	Expired	Expire	12/31/2015
Games	Bingo, Raffles	Renewal	Renew
Quarterly report exemption			
Number of members in good standing			
Last games manager oath signed by			
Last authorized individual signature			

If this link is not visible please contact our office at 303-869-4910

Once logged in you will see your Summary Page. Under the License section, Renewal, you will select the “Renew” link.

Bingo – Raffle License Renewal

Renew

Bingo-Raffle Renewal

Your registration must be filed and paid for online. You can't file a renewal if you have outstanding quarterly report fines or filings.

You will need your certified games manager's license number.

The following documents must be attached to your application:

- Membership roster.
- Names and addresses of additional officers and board members (if necessary).

Tips for attachments

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB

Once your documents are ready to attach, you can continue.

Key detail:
You must pay online at the end of the renewal process

To continue with the Renewal process, Review and prepare the required documents of Membership Roster and the Officer & Board Members names and addresses. Once your documents are ready to attach, select “continue”

Bingo – Raffle License Renewal

Organization info

The screenshot displays the 'Bingo-Raffle Renewal' web interface. At the top center, the title 'Bingo-Raffle Renewal' is shown in blue. Below the title, there are two labels: 'Master ID' and 'Name'. A horizontal navigation bar contains several tabs: 'Organization info' (highlighted with a red box), 'Officers & members', 'Games manager', 'Game types', 'Game info', 'Attachments', and 'Sign & submit'. Under the 'Organization info' tab, the 'Renewal year' section includes the text 'This renewal is for*' followed by a dropdown menu set to '2016'. Below this is the 'Organization's information' section, which lists several fields: 'Master ID #', 'Name', 'FEIN', 'Type of organization', 'Date of incorporation or foundation', and 'Number of active members in good standing*'. The last field has an empty text input box next to it.

Review and update Organization info. Renewal year, number of active members in good standing, and any edits or additions for address, phone and email. Select “continue”

Bingo – Raffle License Renewal

Officers & members

The screenshot displays the 'Bingo-Raffle Renewal' interface. At the top, the title 'Bingo-Raffle Renewal' is centered. Below it, the fields 'Master ID' and 'Name' are visible. A horizontal navigation bar contains several tabs: 'Organization info', 'Officers & members' (highlighted with a red box), 'Games manager', 'Game types', 'Game info', 'Attachments', and 'Sign & submit'. Under the 'Officers & members' tab, the heading 'Officers or board members' is followed by the instruction: 'You must add at least one officer or board member. You can add up to three here.' Below this, a note states: 'Additional officers and board members can be included in an attachment.' A red arrow points to a blue hyperlink labeled 'Add officer or board member'. At the bottom right, there is a 'Cancel' button. The footer contains the text 'Terms & conditions | Browser compatibility'.

You must add at least one officer or board member. You may add up to 3, any additional add as an attachment in the attachments section. When complete, select “continue”

Bingo – Raffle License Renewal

Games manager

The screenshot shows a web form titled "Bingo-Raffle Renewal". At the top, there are tabs for "Organization info", "Officers & members", "Games manager" (which is highlighted with a red box), "Game types", "Game info", "Attachments", and "Sign & submit". Below the tabs, the section is titled "Games manager in charge". There are input fields for "License # *", "Name:", "Address:", "Phone:", and "Email:". A red arrow points to a blue link that says "Choose a different games manager". Below these fields, there is a statement: "Under penalty of perjury as defined in C.R.S 18-8-503 and punishable by law, mark the boxes to attest to the following: *". There are three checkboxes with corresponding text: 1. "The games manager has read and is familiar with the provisions of the Colorado constitution, statutes, and rules governing bingo and raffles." 2. "The games manager will be responsible for the conduct of all games of chance activities in accord with those provisions and the terms of the bingo-raffle license." 3. "The games manager has been certified as a games manager by the Secretary of State in accordance with C.R.S. 12-9-105 (2)." At the bottom of the form, there are "Continue" and "Cancel" buttons.

Update your Games manager information. Current Games manager detail will default, you may choose a different games manager if needed. You will be required to attest to the 3 Games manager C.R.S statements. When complete, select “continue”

Bingo – Raffle License Renewal

Game types

The screenshot displays the 'Bingo-Raffle Renewal' form. At the top, there is a navigation bar with tabs: 'Organization info', 'Officers & members', 'Games manager', 'Game types' (highlighted with a red box), 'Game info', 'Attachments', and 'Sign & submit'. Below the navigation bar, the 'Games' section is titled 'Type of games*' and contains three checkboxes: 'Bingo' (checked), 'Raffles' (checked), and 'Pull tabs' (unchecked). A red box highlights the 'Bingo' and 'Raffles' checkboxes, and a red arrow points from a text box on the left to this area. Below the checkboxes is a text area labeled 'Specific purpose for net proceeds*' with a character limit of '250 char max (250 remaining.)'. At the bottom of the form, there are 'Continue' and 'Cancel' buttons.

Choose 1, 2 or all 3

Bingo-Raffle Renewal

Master ID
Name

Organization info Officers & members Games manager **Game types** Game info Attachments Sign & submit

Games
Type of games*
 Bingo
 Raffles
 Pull tabs

Specific purpose for net proceeds*
250 char max (250 remaining.)

Continue

Cancel

Update Game types. Choose from Bingo, Raffle, Pull Tabs or all 3. System will default previous entry. Add in the specific purpose for the net proceeds. Select “continue”

Bingo – Raffle License Renewal

Game info

The screenshot shows a web application interface for "Bingo-Raffle Renewal". At the top, the title "Bingo-Raffle Renewal" is displayed in blue. Below the title, there are two labels: "Master ID" and "Name". A horizontal navigation bar contains several tabs: "Organization info", "Officers & members", "Games manager", "Game types", "Game info", "Attachments", and "Sign & submit". The "Game info" tab is highlighted with a red rectangular box. To the right of the navigation bar, there are two links: "Bingo" and "Raffles". Below the navigation bar, the section "Bingo" is visible. A red arrow points to a blue link labeled "Add a location". Below this link, there is a form with two checkboxes: "Location" and "Not a commercial hall -". A "Delete" button is positioned below the checkboxes. At the bottom of the form, there are two buttons: "Continue" and "Cancel".

Complete the required Game info for each of the games types you have selected. (Unselected types will not display) Add a location, up to 3 for Bingo. Select "continue"

Bingo – Raffle License Renewal

Game info

The screenshot displays the 'Bingo-Raffle Renewal' web interface. At the top, the title 'Bingo-Raffle Renewal' is centered. Below it, the 'Master ID' and 'Name' fields are visible. A horizontal navigation bar contains several tabs: 'Organization info', 'Officers & members', 'Games manager', 'Game types', 'Game info' (highlighted with a red box), 'Attachments', and 'Sign & submit'. To the right of the 'Game info' tab, there is a link for 'Bingo Raffles'. Below the navigation bar, the 'Raffles' section is shown. A red arrow points to the 'Add a location' link. Underneath, there is a list of raffle locations with checkboxes: 'Location', 'Raffle 1, City, CO, 80222', and 'Raffle 2, city, CO, 80222'. A 'Delete' button is positioned below the list. At the bottom of the form, the 'Dates and times of drawings*' section is highlighted with a red box. It includes a text area for input with a character limit of '200 char max (200 remaining)'.

Raffle Game info, add up to 6 locations. Dates and times of drawings are required. Select “continue”

Bingo – Raffle License Renewal

Attachments

Bingo-Raffle Renewal

Master ID
Name

Organization info Officers & members Games manager Game types Game info **Attachments** Sign & submit

Attachments

You must attach:

- Membership roster.
- Names and addresses of additional officers and board members (if necessary).

Documents must be attached here in order to include them in your registration.

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB

[Add a file](#)

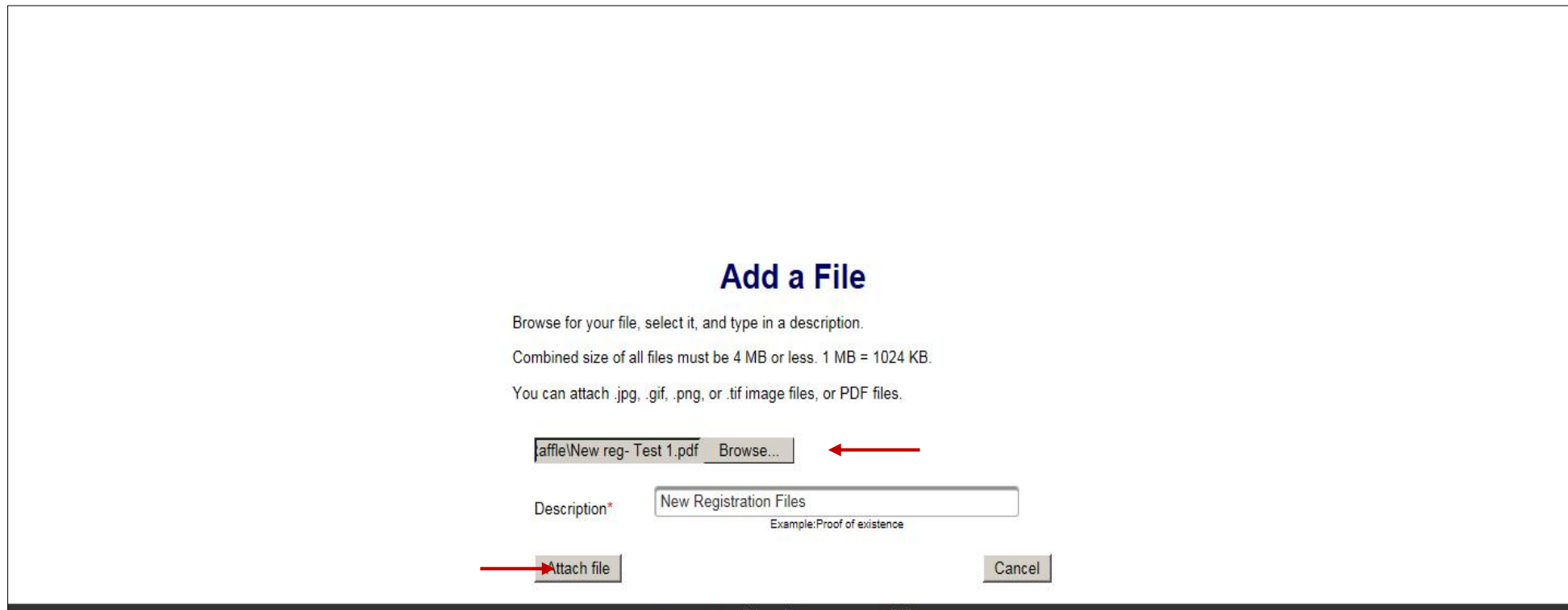
<input type="checkbox"/>	File	Description	Size
No records found.			

Delete

Attachments are required for Membership roster and any additional office & board members.
Select “add a file”

Bingo – Raffle License Renewal

Attachments



Add a File

Browse for your file, select it, and type in a description.

Combined size of all files must be 4 MB or less. 1 MB = 1024 KB.

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

affle\New reg- Test 1.pdf Browse...

Description* New Registration Files
Example: Proof of existence

Attach file Cancel

The screenshot shows a web form titled "Add a File". It contains instructions on file size and supported formats. A file selection box shows "affle\New reg- Test 1.pdf" with a "Browse..." button. A red arrow points to the "Browse..." button. Below the file selection is a "Description*" field with the text "New Registration Files" and a subtext "Example: Proof of existence". At the bottom, there are two buttons: "Attach file" and "Cancel". A red arrow points to the "Attach file" button.

Once you select “add a file” you will be directed to this page to Browse and Attach your files

Bingo – Raffle License Renewal

Attachments

Bingo-Raffle Renewal

Master ID
Name

Organization info Officers & members Games manager Game types Game info **Attachments** Sign & submit

Attachments

You must attach:

- Membership roster.
- Names and addresses of additional officers and board members (if necessary).

Documents must be attached here in order to include them in your registration.

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB.

[Add a file](#)

File	Description	Size
<input type="checkbox"/> Test.pdf	Training	80 KB

Delete

Added file displayed

All attached files will display and allow you to Delete if needed. Once all are added select "Continue"

Bingo – Raffle License Renewal

Sign & submit

The screenshot displays a web application interface for "Bingo-Raffle Renewal". At the top center, the title "Bingo-Raffle Renewal" is shown in blue. Below the title, there are two labels: "Master ID" and "Name". A horizontal navigation bar contains several tabs: "Organization info", "Officers & members", "Games manager", "Game types", "Game info", "Attachments", and "Sign & submit". The "Sign & submit" tab is highlighted with a red rectangular border. Below the navigation bar, the section "Filer's information" is visible, followed by a paragraph of legal text. Underneath the text are several input fields: "First*", "Middle", "Last*", "Suffix" (with a dropdown arrow), "Address 1*", and "Address 2".

Sign & submit to complete your renewal. The Filer's information includes, name and address. You will be given an opportunity to review your full renewal submission in PDF form. Once reviewed you will continue to Payment.

Bingo – Raffle License Renewal

Review PDF and Payment

You're not done yet.

Review your renewal and then click on **Pay now** to continue.

If a PDF copy does not appear below, [open the form in a new window](#) to review it.

LE-7 Bingo-Raffle Renewal
Colorado Secretary of State
Bingo and Raffles Program
1700 Broadway, Ste. 200
Denver, CO 80290

Organization information

Master ID# Year

Organization name

Type of organization FEIN Incorporation or founding date

Number of active members in good standing

Street address

Pay Now

Back

This is a review only page, you will need to continue through payment before submitting

This is a review only page Review your renewal and then click on pay now to continue

Bingo – Raffle License Renewal

Payment

The screenshot shows a payment form titled "Payment" in blue. The form contains the following information:

- Name:** Training
- Amount:**
 - 2016 Bingo-Raffle registration: \$100.00
 - Total:** \$100.00
- Payment Method*** (indicated by a red arrow):
 - Credit or Debit
 - Prepaid account

At the bottom of the form, there are two buttons: "Back" and "Cancel".

You may pay with Credit or Debit or Prepaid Account. Once Submitted you will have the opportunity to enter your email address and have the payment detail sent to you as a receipt.

Bingo – Raffle License Renewal

Payment

Receipt

Information: Your filing was submitted.

You will receive an email when your form has been processed.
You can print this receipt for your records.

Master ID
Name

Date	08/15/2016
Transaction	2016 Bingo-Raffle renewal
Filing ID	
Payment type	Prepaid account
Amount	\$100.00

Email my receipt

Filing submitted. You will receive notice your filing was submitted. You will receive an email when your form has been processed. You may either print or email the receipt for your records.

Bingo – Raffle License Renewal

Status and Notifications

- Initial Renewal Submission – Status is Pending
 - email notification confirming renewal was submitted
- Renewal rejected – Status is Pending
 - email notification your renewal was rejected and why, and a link to fix & resubmit
- Renewal approved – Status is Current
 - Email notification your renewal was approved

There are several different statuses your renewal may have and different notifications that inform you. To view the Status you will need to login to your Summary Page.

Bingo – Raffle License Renewal

Summary

Organization			
Name		Type	
Master ID		Incorporated or founded	
FEIN		Registration year	2015
Phone		Email	
Street			
Mailing			

License			
License #		Start	10/01/2015
Status	Expired	Expire	12/31/2015
Games	Raffles	Renewal	Renew
Quarterly report exemption			
Number of members in good standing			
Last games manager oath signed by			
Last authorized individual signature			

License Expired, time to Renew

Bingo – Raffle License Renewal

Summary

Organization			
Name	BRStatusView	Type	Educational
Master ID	20163093648	Incorporated or founded	02/02/2002
FEIN	88-8888888	Registration year	2016
Phone	999-999-9999	Email	S@S.net
Street	123, Denver, CO 99999		
Mailing	n/a		

License			
License #	2016-10837	Start	09/30/2016
Status	Current	Expire	12/31/2016
Games	Bingo, Pull tabs, Raffles	Renewal	You can renew starting 11/01/2016 if you have no outstanding quarterly report fines or filings.
Quarterly report exemption	No		
Number of members in good standing	8		
Last games manager oath signed by			
Last authorized individual signature	BRStatus View BRStatus View		

Bingo – Raffle License Renewal

If you have Bingo- Raffle questions or need additional assistance please contact the Bingo & Raffles program at:

- 303-869-4910
- email us at
licensing@coloradosos.gov