



Gaming License 101

Do I Need a Gaming License?

You **DO** require a gaming license to run events which are considered a **game of chance**, for example:

- 50/50 draw
- Wheel of fortune
- Poker
- Bingo

You **DO NOT** need a gaming license for events that are **not a game of chance**:

- Auction
- Trivia game
- Any other event that is not a game of chance!

Required Information When Applying

- Full name & address of your organization and its general purpose
- All gaming event location(s), date(s) & time(s)
- Type of gaming event (ie. Raffle, bingo), amount of tickets for sale, pricing and prize details
- How the proceeds will be used to benefit the community, a specified third party or the organization
- Name & address of the members of the organization
- Day-time phone number of the contact person

Gaming Event License Classes

Class A

- Gaming event(s) with over \$20,000 in projected gross revenue
- \$50 processing fee
- Up to 10 weeks to process

Class B

- Gaming event(s) with \$20,000 or less in projected Gross Revenue
- \$25 processing fee
- Up to 10 business days to process

Applying Online

1. Follow this link: <http://www.gaming.gov.bc.ca/>
2. Select the **Online Service** blue button
3. Select the **Launch Online Service** blue button
4. Select **Gaming Licenses** in the Apply Online menu on the left side
5. Use the **search** bar at the bottom of the page to search for your organization. If no results appear, select the **New Applicant** yellow button.
6. Enter your organization's details and select **Add** in each section then select **Next**
7. Select the **License** checkbox and select **Next**
8. Select **License Type** (most likely Class B) and select **Next**
9. Select the **Event Type** and select **Next**
10. Specify **event details** and select **Next**
11. Provide Use of Proceeds Details and select **Next**
12. Submit **information of individuals responsible** for the event (make sure to select **Add** in each section)
13. Select the checkbox beside **I agree to the terms and conditions as stated above** and select **Next**
14. Choose **payment method** and select **Next**

*This information is to be used as a guide; for definitive rules & regulations always contact

<http://www.gaming.gov.bc.ca/>

NOTE: For more detailed instructions on each type of event, follow this link:

<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms#guides>. Choose the PDF for the event you are running in the appropriate class.

Good To Knows

- You must complete your application in **one session**; you can't save your application and return it later.
- Applying should take **under 30 minutes**. You may run into issues if you take over 30 minutes.
- Use **Google Chrome**, if possible.
- **Do not click back or refresh** the page while completing your application.
- Application fields have a **limit of 4,000 characters**, including space & punctuation.
- **Do not copy & paste** from other documents into the application fields.
- File attachments must be one of the following formats:
 - DOC, DOCX, XLS, XLSX, PDF, JPG
- To include **electronic copies of physical documents**, scan them using a scanner, taking a photo and saving it as a JPG or use a PDF scanner app.
- Ineligible prizes include: alcohol, cannabis products & paraphernalia, live animals, and firearms.

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