CALVERT COUNTY
BOARD OF COUNTY COMMISSIONERS
175 Main Street
Prince Frederick, Maryland 20678
410-535-1600 • 301-855-1243
www.calvertcountymd.gov

Board of Commissioners
Christopher J. Gadway
Earl F. Hance
Mike Hart
Kelly D. McConkey
Steven R. Weems

For internal use only
Organization Number
_____
To be assigned by the GPRC

Date Established
_____

Signed:
_____

ESTABLISHING AS A QUALIFIED ORGANIZATION FOR CHARITABLE GAMBLING, BINGO, AND/OR PULL-TAB PERMITS

The Gambling Permit Review Committee (GPRC) shall only issue permits to Qualified Organizations, which are classified as any of the following:

- Bona-fide volunteer fire companies - Fraternal
- Civic - War Veterans
- Religious - Charitable organizations, and/or corporations

No individual or group of individuals may benefits financially from said events.

1. **Internal Revenue Service (IRS) 501 (c)(3) Determination Letter**
   A letter issued by the IRS recognizing an organization's exempt status and providing its public charity classification.
2. **Corporate Charter**
   A Corporate Charter is a document, filed with a U.S. state by a corporation's founders, describing the purpose, place of business, and other details of a corporation (also called articles of incorporation or charter).
3. **Bylaws**
   The official rules and regulations which govern a corporation's management.
4. **List of corporate officers and directors** (include full street addresses)
   All gaming devices and the management shall be operated by members of the permitted organization and who hold the highest class of membership permitted by the documents of the organization, or by members of an auxiliary or other bona fide organization established to raise funds for or generally support the programs and activities of a permitted organization of Calvert County and who hold the highest class of membership permitted by the documents of the organization. Any person managing or operating a gaming event or device or acting as a dealer shall wear an identification tag depicting the organization's name, the operator's name, class of membership, and position held to the organization.
5. **Membership List** (include full street addresses)
   Same as above, submit if any changes to membership.
6. **Certificate of Status from the Maryland Department of Assessments and Taxation**
   You can obtain a certificate for a business entity by going to the SDAT website at http://dat.maryland.gov and selecting the "Certificate of Status" link ($40.00 fee). You may also fax your request for a certificate to 410-333-7097; include credit card information in your fax ($40.00 fee). Also you may send a letter requesting a certificate. Enclose a $20.00 check or money order made out to the State Department of Assessments and Taxation. Mail to: SDAT - Corporate Charter Division, 301 W. Preston St. 8th FL, Baltimore, MD 21201.

****** Certificate of Status must be submitted annually******

The completed application should be submitted to the Board of County Commissioners' Office (Courthouse, 175 Main Street, Prince Frederick, MD 20678) or faxed to 410-535-5594.

If you have any questions, please feel free to contact Ashley Staples-Reid at 410-535-1600 ext 2201.