

## Lawful Gambling Information

Thank you for your interest in conducting lawful gambling in St. Paul Park. Council approval is required for **all** lawful gambling conducted in the City.

State Issued permits requiring local approval

- Premises Permits
- Off-Site Premises Permits
- Exempted Gambling Permits
- Excluded Bingo Permits

City issued permits

- Temporary Gambling Permits

State law only authorizes fraternal, religious, veterans or other non-profit organizations to conduct lawful gambling. To qualify, an organization must have at least 15 active members, been in existence for three years, and identified a qualified gambling manager.

In order to conduct lawful gambling in St. Paul Park, you must meet all City Code, MN State statutes and rules in regards to lawful gambling, zoning and business operations. (MS 349.213, 349.16 sub 8, 349.166, 349.18, St. Paul Park City Code Chapter 22)

### State issued permits requiring Council approval

- **Premises Permit (LG214)** Premises permits are issued to an organization wishing to conduct lawful gambling at a specific location for a long period of time.
- **Off-site Premises Permit (LG230)** Off-site Premises permits are issued to an organization wishing to conduct lawful gambling at a different location for which it does not hold a premises permit in conjunction with a county fair, the state fair, a church festival or a civil celebration. Up to twelve off-site events are allowed each calendar year, and each event is limited to three days.
- **Exempt Permit (LG220)** An Exempt Permit is issued to an organization wishing to conduct bingo, raffles, paddlewheels, tipboards, and pull-table operations:
  - Five (5) or fewer days in a calendar year.
  - Prizes awarded are under \$50,000 in a calendar year.
- **Excluded Bingo (LG240B)** Excluded Bingo is issued to an organization wishing to conduct bingo in conjunction with a county fair, state fair, or civic celebration:
  - Four (4) or fewer separate applications per calendar year.
  - Up to 12 consecutive days
  - Total prizes per bingo occasion may not exceed \$2,800, not including cover-all games.

To obtain Council approval, you will need to:

- Submit state-issued application. *Form is located at the Minnesota Gambling Control Board website at [www.gcb.state.mn.us](http://www.gcb.state.mn.us)*
- Submit cover letter describing the event and what the proceeds will be used for.

- Submit proof of non-profit organization.
- Submit lease agreement or a letter from the owner giving permission for the event to be held at that location, if not owned by the organization.
- Complete and submit AUTHORIZATION TO COLLECT, USE AND RELEASE INFORMATION for the Chief Executive Officer.
- Complete and submit AUTHORIZATION TO COLLECT, USE AND RELEASE INFORMATION for the Gambling Manager.
- Investigation Fee of \$100, if organization does not currently conduct gambling in St. Paul Park.

Following local approval, your application containing city's approval will be sent to you. You are responsible for sending the approved application form, the required documents and processing fee to the Gambling Board for final approval.

### City issued temporary gambling permit requiring Council approval

- **Temporary Gambling Permit for Raffles (22-353)** A temporary gambling permit is issued to an organization wishing to conduct raffles.
  - Five (5) or fewer days in a calendar year.
  - Prizes award are under \$1,500 in a calendar year or \$5,000 if the organization is a 501 (c)(3).

To obtain Council approval, you will need to:

- Complete and submit TEMPORARY GAMBLING APPLICATION (22-353)
- Sign and submit TENNESSEN WARNING along with application.
- Complete and submit AUTHORIZATION TO COLLECT, USE AND RELEASE INFORMATION for the Chief Executive Officer.
- Complete and submit AUTHORIZATION TO COLLECT, USE AND RELEASE INFORMATION for the Gambling Manager.
- Complete and submit CERTIFICATE OF COMPLIANCE DEPARTMENT OF REVENUE INFORMATION.
- Submit cover letter describing the event and what the proceeds will be used for.
- Submit proof non-profit organization.
- Submit lease agreement or a letter from the owner giving permission for the event to be held at that location, if not owned by the organization.
- Temporary Gambling Permit Fee of \$100

It is recommended that your application be submitted to the City at least 30 days of the event. Following approval, your Temporary Gambling Permit will be sent to you. You are required to post the license during the event.

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After all submittals are received and deemed complete, the Police Department will conduct an investigation. Dependent upon the outcome of that investigation, the City Council will take action to approve or deny your application. City Council meetings are generally held the first and third Mondays of each month. You are not required but encouraged to be in attendance at the meeting to answer any questions that may arise as the City Council determines whether or not to issue the lawful gambling license. As such, you will be notified of the date of this meeting.

If you have any questions, please contact the City Clerk at (651) 459-9785.

Enclosures:

- Temporary Gambling Application (22-353)
- Tennessen Warning
- Authorization to Collect, Use, and Release Information
- Certificate of Compliance Department of Revenue Information

## **TEMPORARY GAMBLING APPLICATION**

(if prizes under \$1,500 per year)

### **ORGANIZATION INFORMATION**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Dates of Fiscal Year: \_\_\_\_\_

Is the applicant association organized under the laws of the State of Minnesota as a nonprofit organization? \_\_\_\_\_ *(Submit proof of nonprofit status)*

How long has the organization been in existence? \_\_\_\_\_

What is the purpose of the organization? \_\_\_\_\_

\_\_\_\_\_

### **OFFICER INFORMATION**

CEO

Name (first, middle, last): \_\_\_\_\_

Phone: \_\_\_\_\_

Gambling Manager

Name (first, middle, last): \_\_\_\_\_

Phone: \_\_\_\_\_

### **EVENT INFORMATION**

Address where gambling event will be held: \_\_\_\_\_

Does the organization own this location? \_\_\_\_\_ *If no, provide a copy of lease agreement or letter from the owner giving permission for the event to be held at that location.*

Specify when gambling event will take place:

Date(s) \_\_\_\_\_

# of Days \_\_\_\_\_

In connection with what event is this gambling activity being held? \_\_\_\_\_

What form of gambling? (check all that apply)

Tip Board       Bingo       Pulltabs       Raffle       Paddlewheel

Will prizes be paid in money or merchandise? \_\_\_\_\_

Total value of prizes to be awarded    \$\_\_\_\_\_

**ATTACHMENTS**

- Attach TENNESSEN WARNING
- Attach AUTHORIZATION TO COLLECT, USE, AND RELEASE INFORMATION for Chief Executive Officer.
- Attach AUTHORIZATION TO COLLECT, USE, AND RELEASE INFORMATION for Gambling Manager.
- Attach CERTIFICATE OF COMPLIANCE DEPARTMENT OF REVENUE INFORMATION
- Attach cover letter describing the event and what the proceeds will be used for.
- Attach proof of nonprofit organization
- Attach lease or letter from the owner of the location where the gambling will occur, giving permission for the event to be held at that location (If not owned by the organization conducting the gambling).
- Include required fee of \$100 payable to the *City of St. Paul Park*.

Application completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City of St. Paul Park**

600 Portland Avenue  
St. Paul Park MN 55071

Minnesota Government Data Practices Act – Chapter 13  
**“Tennessee Warning”**

Data is requested from the applicant on various forms. The purpose and intended use of the requested data is to verify the applicant meets all state statute and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as Private data **until license approval** when the data becomes **Public**: (13.41, Subd. 5).

1. Data submitted by applicants (including name, email, telephone numbers, and addresses).
2. Orders for hearing and findings of fact.
3. Conclusions of law and specification of the final disciplinary action contained in the record of the disciplinary action.
4. Entire record concerning the disciplinary proceeding.
5. License numbers.
6. License status.

The following data collected, created, or maintained is classified under the Act as private and/or confidential data (Minn. Stat. 13.41, Subd. 2):

1. Active investigative data relating to complaints against any license.
2. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to disclosure.
3. The information related to unsubstantiated complaints when it is not maintained in anticipation of legal action.
4. Inactive investigative data relating to violations of statutes of rules.
5. Record of disciplinary proceedings, except as limited by the provisions above.
6. Trade secrets, as defined under Minnesota law.
7. Sensitive security and safety information.

Under law, private data may be shared with licensing and inspection employees, approval authorities insurance providers, law enforcement employees, contracted inspection officials, as required by court order and City officials who have a bona fide need for it. The City of St. Paul Park may make any data classified as private or confidential accessible to an appropriate person or agency if the license agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

We ask that you complete or provide all data requested on the application form(s) unless we have noted that it is not required. Refusal to supply required information may mean that your application cannot be processed.

I READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING MY RIGHTS AS A SUBJECT OF GOVERNMENT DATA.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**CITY OF SAINT PAUL PARK  
AUTHORIZATION TO COLLECT, USE AND RELEASE INFORMATION**

CONTRACTOR       EMPLOYMENT       LICENSING       VOLUNTEER

Last Name	First Name	Middle Name	Date of Birth
Street Address	City	State	Zip
Former Name (s)		Alias(s)	
Previous Address			
Driver's License Number	State	Expiration Date	
<b>PLEASE PROVIDE A FORM OF PHOTO IDENTIFICATION (i.e., Driver's License, Passport) AT TIME OF APPLICATION</b>			

I am the person named as an applicant for \_\_\_\_\_ with  
*(position, type of license or services)*  
the City of Saint Paul Park with the \_\_\_\_\_ Department.  
*(department)*

I hereby authorize the Saint Paul Park Police Department to inspect and gather criminal history information retained by local, county, state, and federal criminal justice agencies as necessary to determine whether any convictions of a crime or moving traffic violation(s), for which a jail sentence of more than 90 days could have been imposed, directly relates to my application.

I realize I am not legally required to sign this form but, if I do not, the City of Saint Paul Park will not be able to determine my suitability as an applicant.

I understand that if I am rejected as an applicant as listed above on the basis of a criminal conviction, I will be notified in writing and will be given any rights to processing of complaints or grievances afforded by Minnesota Statute Chapter 364 (with the exception of law enforcement and fire personnel as excepted by Minnesota Statute Chapter 364.09). I understand that information prepared by the Saint Paul Park Police Department about me is private data; that is, it may be released only pursuant to the statutory provisions of Minnesota Statute Chapter 13.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**If under the age 18, parent (legal guardian) signature required:**

\_\_\_\_\_  
Parent (Legal Guardian) Signature

\_\_\_\_\_  
Date

**City of St. Paul Park**

600 Portland Avenue  
St. Paul Park MN 55071

**CERTIFICATE OF COMPLIANCE  
DEPARTMENT OF REVENUE INFORMATION**

Pursuant to Minnesota Statute 270.72 Tax Clearance; Issuance of Licenses, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number or the social security number of each license applicant (person signing the application).

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal, or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.
3. Failure to supply this information may jeopardize or delay the processing of your license issuance.

Please supply the following information and return along with your application:

Type of License:	
Applicant's Name:	
Applicant's Address:	City, State, Zip
Applicant's Phone Number:	
Business Name:	
Business Address:	City, State, Zip
MN Tax ID # OR Social Security Number:	Federal Tax ID #:
If a Minnesota Tax ID number is not required, please explain:	
Signature:	Date: