RAFFLE LICENSING INSTRUCTIONS

AGLC • Eligibility, online license application, and post-draw reporting

PART 1 — Apply for eligibility

1. Go to www.aglc.ca.

2. On the home page, select **Gaming**.

3. Under **Popular Links**, select **Charitable gaming license**.

4. Select **Raffle: $20,000 and less**.

5. Under Step 1, **Apply for eligibility**, go to **How to apply** and select **Eligibility for Raffle License (Total Ticket Value $20,000 and Less Only)**.

6. Complete the **Eligibility for Raffle License** application and sign under **Raffle Chairperson Signature**.

7. On page 3, complete the additional **Internet Account Request** application. This allows you to complete the licensing process online instead of going to a registry. Submit it together with the eligibility application.

Important: Leave the **AGLC ID#** blank. Once approved, the AGLC ID# will be emailed to you along with the internet account password.

PART 2 — Email the applications and wait for approval

Email both completed and signed applications together to: **gaming.licensing@aglc.ca**.

You should receive two separate emails:

• **AGLC ID#:** usually within 1–2 business days.

• **Internet account password:** usually within 2–4 business days.

After receiving both emails, you can apply online for the raffle license at no charge.

PART 3 — Apply for the raffle license online

1. Go to www2.aglc.ca/aglc_secure.
2. Enter the user ID (the AGLC ID# from the first email) and the password (from the second email).
3. Confirm that your organization's name appears at the top-right of the page. This indicates that you have logged in successfully.
4. Select **Services**, then **New Raffle License under 50K**.

Complete the six sections

a. General: Enter contact information and the type of raffle (for example, 50/50 or cash).

b. Tickets: Enter ticket colour, price per ticket, and total quantity. Example: White tickets, 1 for $10, quantity 900, total $9,000.

c. Location: Enter the draw date and location.

d. Prizes: List each prize, its value, and its cost to the organization. Total prize value must be at least 20% of the money raised.

e. Expenses: List additional expenses, excluding prizes, such as printing costs.

f. Details: Review and confirm that all details are correct.

When all six sections are complete, click **Issue License**. The raffle license and certificate will be generated automatically.

PART 4 — Print the license and submit the financial report

• The raffle license **must be printed**, and all reporting information must be completed.
• Complete the **Raffle License Financial Form** (pages 7–8) and submit it to AGLC no later than **60 days after the draw date**.
• You can also submit the financial form online by logging back in at www2.aglc.ca/aglc_secure using the same user ID and password.