APPLICATION/INVESTIGATION FORM FOR RAFFLE PERMIT

Dear Raffle Permit Applicant,

Thank you for complying with state and local regulations by applying for a permit to conduct your raffle. If the amount of your prizes exceeds $1500, you must apply to and be approved by both the MN Gambling Control Board and the City of St. Louis Park before selling raffle tickets. If you have not yet contacted the Gambling Control Board, please do so by calling (651) 639-4000 or check out their website at www.gcb.state.mn.us.

Enclosed you will find a St. Louis Park Application and Investigation form which must be completed and received before your application can be processed. The form also contains an information advisory and authorization which must be signed by both the CEO and Treasurer of your organization. You must also submit your state application form to us because it requires a city signature as well.

Upon receipt of your completed application materials, the Police Department will conduct an investigation. Dependent upon the outcome of that investigation, the City will select and act on one of the three options available:

1. Take no action - By taking no action, the city automatically allows the Gambling Control Board to issue a permit after a 30-day waiting period
2. Waive the 30-day waiting period - The city allows the Gambling Control Board to issue a permit before 30 days
3. Deny the application – Council may deny the application by passing a resolution within 30 days of the receipt of the application.

In most cases, option 2 is chosen by the city. Following an acceptable Police investigation, a waiver of the 30-day waiting period will be completed by the City Clerk and forwarded to you. You must then submit that waiver along with your application to the State Gambling Control Board.

If you have questions about our ordinance, these forms or the City’s process for consideration of your application, please feel free to contact me at 952-928-2840.

Sincerely,

Melissa Kennedy
City Clerk
CITY OF ST. LOUIS PARK
RAFFLE APPLICATION AND INVESTIGATION FORM

Organization Name

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ADVISORY AND AUTHORIZATION FOR RELEASE OF INFORMATION

In connection with your application for a license/permit, you are being requested to provide information regarding your criminal and/or financial background which may be classified as public or private data under the Minnesota Data Practices Act. The purpose of the information requested in the application is to provide background for the investigation of license/permit applicants required by City Ordinance. Providing the information will assist the police department in preparing an investigative report for the city council’s review. The investigative report may be given to the city council and is used when granting or denying the license/permit. All information provided in that report becomes part of the public record and is available to any interested individual. If approved, all information provided by the applicant as part of the application becomes public and is available to any interested individual. If not approved, only the name and address of the applicant and the investigative report provided to council for consideration becomes public.

You have the right to refuse to supply the requested information. If you do so, this fact may be reported to the city council and may result in the denial of your license/permit. A criminal charge, arrest, or conviction will not bar an applicant from obtaining a license/permit with the City of St. Louis Park unless the conviction is directly related to the matter for which the license/permit is sought, according to Minnesota Statute §364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the license/permit.

“I acknowledge being informed and receiving a copy of the above advisory and agree to provide the requested information. I authorize the City of St. Louis Park to investigate the information provided in my application and to contact the persons named on the application. I understand that incorrect or incomplete information provided by me in my application may be considered falsification of the application and may be used as grounds for the denial of the license/permit”.

Print Name of CEO | Signature | Date

Print Name of Treasurer | Signature | Date