



Colorado
Secretary of State

Instructions for Non-Profit New License Registration

e-File



Colorado
Secretary of State

Welcome to Bingo-Raffle License Registration

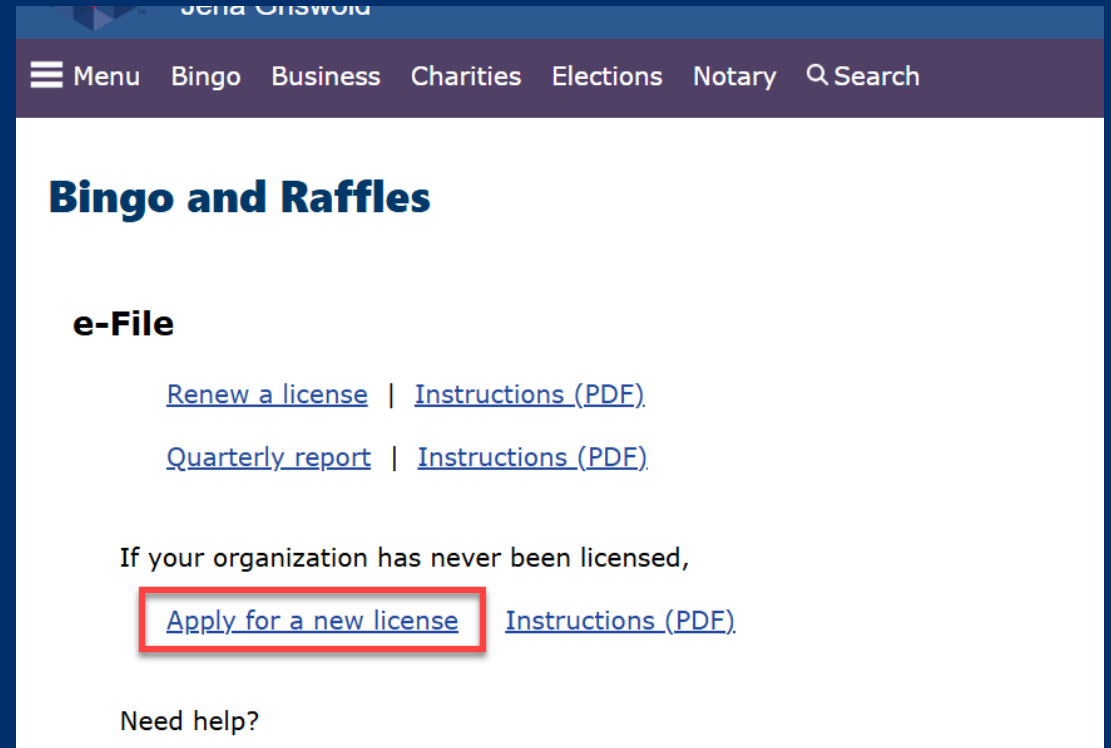
You may access the online application process from the [Colorado Secretary of State](https://www.coloradosos.gov) site through “Bingo” in the top navigation bar, through “Bingo and raffles licensing” under Programs & services, or directly here:
https://www.coloradosos.gov/pubs/bin-go_raffles/bingoHome.html





Apply for a new license

On the Bingo and Raffles homepage, click the “Apply for a new license” link to get started.

A screenshot of the Colorado Secretary of State's Bingo and Raffles homepage. The page has a dark blue header with a navigation menu containing links for Menu, Bingo, Business, Charities, Elections, Notary, and a Search icon. Below the header, the main heading is "Bingo and Raffles". Underneath, there is a section titled "e-File" which contains two rows of links: "Renew a license" and "Instructions (PDF)" in the first row, and "Quarterly report" and "Instructions (PDF)" in the second row. Below these links, a paragraph states "If your organization has never been licensed," followed by a link "Apply for a new license" which is highlighted with a red rectangular box, and another link "Instructions (PDF)". At the bottom of the section, there is a link "Need help?".

Menu Bingo Business Charities Elections Notary Search

Bingo and Raffles

e-File

[Renew a license](#) | [Instructions \(PDF\)](#)

[Quarterly report](#) | [Instructions \(PDF\)](#)

If your organization has never been licensed,

[Apply for a new license](#) [Instructions \(PDF\)](#)

[Need help?](#)



Application landing page

- To apply for a new license and pay-online, see the bingo-raffle registration page.
- Required Documentation: See [the application instructions](#) for more information.
- Be sure to review and complete all your application documents listed in the instructions prior to beginning the process.

Menu Bingo Business Charities Elections Notary Search

Apply for a Bingo-Raffle License

i If your organization has held a bingo-raffle license in the past, [log in to your account](#) to file a renewal - do not apply for a new license. If you have questions, please call us at 303-869-4910.

e-Filing

How do I apply for a bingo-raffle license online?

To apply and pay online, see the [bingo-raffle registration](#) page.

For help, see the [e-filing instructions \(PDF\)](#).

Paper filing



Begin Registration

- Click Continue to proceed to the License Registration page
- **Reminder: Be sure to review and complete all your application documents listed in the applications instructions prior to beginning the process.**

[> Bingo-Raffle public home](#)
[> Log in](#)

Bingo-Raffle Registration

Your registration must be filed and paid for online.

You will need your certified games manager's license number.

The following documents must be attached to your application:

- Proof of five years continuous existence,
- Proof of the organization type,
- The organization's purpose,
- Membership qualifications,
- Copies of articles, by-laws, constitutions, etc.,
- Membership roster, and
- Names and addresses of additional officers and board members (if necessary).

Tips for attachments

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB

Once your documents are ready to attach, you can continue.

Continue



Begin your new license registration

Bingo-Raffle Registration

[Organization info](#)[Officers & members](#)[Games manager](#)[Game types](#)[Game info](#)[Attachments](#)[Sign & submit](#)

Registration year

*This renewal is for

Organization's information

*Name

FEIN

*Type of organization

*Date of incorporation, or founding date if not a corporation
mm/dd/yyyy

*Number of active members in good standing



Organization Info

Enter Organization info, including the Registration year, Organization name, type of organization, date of Incorporation or founding date, number of members in good standing, address, phone and e-mail; select “Continue”

Bingo-Raffle Registration

Organization info Officers & members Games manager Game types Game info Attachments Sign & submit

Registration year
*This renewal is for 2024 ▼

Organization's information

*Name

FEIN

*Type of organization Choose type ▼

*Date of incorporation, or founding date if not a corporation
mm/dd/yyyy



Officers & members

- Proceed to complete the Officers & board members detail.
- You must add at least one officer or board member.
- You will need Name, Title and Address for each addition.

Bingo-Raffle Registration

Name TutorialLicense

Organization info **Officers & members** Games manager Game types Game info Attachments Sign & submit

Officers or board members

You must add at least one officer or board member. You can add up to three here.

Additional officers and board members can be included in an attachment.

[Add officer or board member](#)

Cancel



Colorado
Secretary of State

Add an officer or board member

You will need to enter Name, Title and Address for each addition.

Add office

Officer or board member

Name

* First

Board

Middle

* Last

Member

Suffix

▼

Title *

Board Member Title

Address

* Address 1

123 1st St

...

Address 2



Editing added officers or board members

- Once you add an Officer or board member, you have the option to add additional or delete those already added.
- To delete a member, click the checkbox next to the member and click the Delete button.
- If you require more than 3 entries you may submit the additional in an attachment.

Bingo-Raffle Registration

Name TutorialLicense

Organization info **Officers & members** Games manager Game types Game info Attachments Sign & submit

Officers or board members

You must add at least one officer or board member. You can add up to three here.

Additional officers and board members can be included in an attachment.

[Add officer or board member](#)

Name	Title	Address
☐ Board Member	Board Member Title	123 1st St, Denver, CO 80290

[Delete](#)



More than 3 officers or board members

- If you require more than 3 entries, you may submit the additional in an attachment.
- Attachments may be added towards the end of the process in the Attachments section.
- Select “Continue”.

Bingo-Raffle Registration

Name TutorialLicense

Organization info **Officers & members** Games manager Game types Game info **Attachments** Sign & submit

Officers or board members

You must add at least one officer or board member. You can add up to three here.

Additional officers and board members can be included in an attachment.

Name	Title	Address
☐ Board Member	Board Member Title	123 1st St, Denver, CO 80290
☐ Board Member 2	Board Member Title	123 1st St, Denver, CO 80290
☐ Board Member 3	Board Member Title	123 1st St, Denver, CO 80290

Delete

Continue



Add a games manager

- Enter the Games manager in charge.
- You may look up the games manager needed by entering the Games manager's certificate number and select Find.

(Refer to Application Instructions for details regarding Games Manager)

Bingo-Raffle Registration

Name TutorialLicense

Organization info Officers & members **Games manager** Game types Game info Attachments Sign & submit

Games manager in charge
Enter the games manager's license number (not the organization's license number).

License # * Find



Edit or confirm games manager

- Once the Games Manager is selected, you may remove that selection and “Choose a different games manager”.
- To proceed you must review and mark the boxes to attest to the statements listed. Once complete, select “Continue”.
- Note: Use the “Choose a different games manager” link to remove the current games manager and add a new one.

Bingo-Raffle Registration

Name TutorialLicense

Organization info Officers & members **Games manager** Game types Game info Attachments Sign & submit

Games manager in charge

License # * [Choose a different games manager](#)

Name:

Address:

Phone:

Email:

Under penalty of perjury as defined in C.R.S 18-8-503 and punishable by law, mark the boxes to attest to the following: *

☐ The games manager has read and is familiar with the provisions of the Colorado constitution, statutes, and rules governing bingo and raffles.

☐ The games manager will be responsible for the conduct of all games of chance activities in accord with those provisions and the terms of the bingo-raffle license.

☐ The games manager has been certified as a games manager by the Secretary of State in accordance with C.R.S. 24-21-609(2).



Game Types

- Choose the Game types you will register for. Games you do not select will not display in the following steps.
- You must enter the specific purpose for the net proceeds.
- Select “Continue”.

Bingo-Raffle Registration

Name TutorialLicense

Organization info Officers & members Games manager **Game types** Game info Attachments Sign & submit

Games

Type of games*

☐ Bingo

☐ Raffles

☐ Pull tabs

Specific purpose for net proceeds*

250 char max (250 remaining.)

Continue

Cancel



Game info - Bingo

- Complete the required Game info for each of the game types you have selected.
- You will start with the game you have chosen (in this picture Bingo).
- Proceed via the Add a location link.

The screenshot shows the 'Bingo-Raffle Registration' form. At the top, the title 'Bingo-Raffle Registration' is displayed. Below it, the text 'Name TutorialLicense' is visible. A horizontal navigation bar contains several tabs: 'Organization info', 'Officers & members', 'Games manager', 'Game types', 'Game info' (which is highlighted with a red box), 'Attachments', and 'Sign & submit'. Below the navigation bar, there are links for 'Bingo', 'Raffles', and 'Pull tabs'. Under the 'Bingo' section, there is a link 'Add a location' which is also highlighted with a red box. At the bottom right of the form, there is a 'Cancel' button.



Game info – Choose bingo location

- For Bingo, choose the location, or select “not a commercial hall”.
- Select Submit after selecting a location.

Add Location

Bingo

Location



Game Info – Add location details

- Once the location is selected, choose the Frequency of games, Rent per session and add in the Day and times.
- Select Save Location

Add Location

Bingo

Location - Landlord1_June (CURR)

Frequency of games * Monthly

If other:

100 char max (100 remaining)

Rent per session * \$ 2000

Schedule *

Enter at least one day and time when bingo is played. If games are played daily, you must add all 7 days.

[Add day and times](#)



Game info – Location day and times

- Add the day and times, at least one day of the week and one time
- Select “add”

Add Day and Times

Choose the day of the week and at least one time.

Day * Sunday

Time 1 * 3 :00 PM

Time 2 7 :30 PM

Time 3

Add Cancel



Game info – Bingo completed

- Once the location is added, all the information will display, you have the option to edit and may add up to 3 Bingo Locations.
- When complete, select “Continue” or the next game, if you selected one, in the upper center of your screen.
- You will now proceed to the next Game or to Attachments.

Bingo-Raffle Registration

Name TutorialLicense

Organization info Officers & members Games manager Game types **Game info** Attachments Sign & submit

Bingo **Raffles** Pull tabs

Bingo

[Add a location](#)

Location

☐ - Landlord1_June (CURR)

Delete

Continue

Cancel



Game info – Raffles

For Raffles, add a location for your Raffle registration and enter the dates and times of drawings.

Bingo-Raffle Registration

Name TutorialLicense

Organization info Officers & members Games manager Game types **Game info** Attachments Sign & submit

[Bingo](#) [Raffles](#) [Pull tabs](#)

Raffles

[Add a location](#)

Dates and times of drawings *
200 char max (200 remaining)

Cancel



Game info – Raffles location

- For Raffles, you will need to enter the Address and “Save Location”.
- You may enter up to 6 locations.

Add Location

Raffles

Enter the location's address. Must be a physical address, not a P.O. box.

* Address 1

Address 2

* City

State

CO

* ZIP code

Save Location **Cancel**



Game info – Raffles completed

- Once you complete all locations needed, select “Continue”. If you selected “Pull tabs” you will be taken to that screen.
- If you did not select “Pull tabs” you’ll be taken to Attachments.

Bingo-Raffle Registration

Name TutorialLicense

Organization info Officers & members Games manager Game types **Game info** Attachments Sign & submit

[Bingo](#) [Raffles](#) [Pull tabs](#)

Raffles

[Add a location](#)

Location

☐ 123 1st St, Denver, CO 80290

☐ 321 3rd Ave, Denver, CO 80290

[Delete](#)

Dates and times of drawings *

200 char max (165 remaining)

Date 1, at Time 1
Date 2, at Time 2

[Continue](#) [Cancel](#)



Game info – Pull tabs

- For Pull tabs, you will be required to enter Address information for up to 2 Locations.
- Once you are done entering Address information select “Continue”.
- This completes the Game info section.

Bingo-Raffle Registration

Name TutorialLicense

Organization info Officers & members Games manager Game types **Game info** Attachments Sign & submit

[Bingo](#) [Raffles](#) [Pull tabs](#)

Pull tabs

Location 1

Enter the location's address. Must be a physical address, not a P.O. box.

* Address 1

Address 2

* City

State

CO

* ZIP code

Location 2 (if applicable)

Enter the location's address. Must be a physical address, not a P.O. box.



Attachments

- There are multiple attachments required for your registration.
- Be sure to have them complete and ready to upload prior to beginning the process.
- You can attach .jpg .gif .png .tif image files and PDF files.
- Note: All attachments listed must be included.

Bingo-Raffle Registration

Name TutorialLicense

Organization info Officers & members Games manager Game types Game info **Attachments** Sign & submit

Attachments

You must attach:

- Proof of five years continuous existence,
- Proof of the organization type,
- The organization's purpose,
- Membership qualifications,
- Copies of articles, by-laws, constitutions, etc.,
- Membership roster, and
- Names and addresses of additional officers and board members (if necessary).

Documents must be attached here in order to include them in your registration.

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB

[Add a file](#)



Attachments – Add a file

Once you select “add a file” you will be directed to the next page to Browse your files, give a description and then attach them to your registration.

Add a File

Browse for your file, select it, and type in a description.

Combined size of all files must be 4 MB or less. 1 MB = 1024 KB.

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

Choose File

PDF Upload.pdf

Description *

New Attachment

Example: Proof of existence

Attach file

Cancel



Attachments – Complete

- All attached files will display and allow you to Delete if needed.
- Once all are added select “Continue”.

Bingo-Raffle Registration

Name Tutorial.License

Organization info Officers & members Games manager Game types Game info **Attachments** Sign & submit

Attachments

You must attach:

- Proof of five years continuous existence,
- Proof of the organization type,
- The organization's purpose,
- Membership qualifications,
- Copies of articles, by-laws, constitutions, etc.,
- Membership roster, and
- Names and addresses of additional officers and board members (if necessary).

Documents must be attached here in order to include them in your registration.

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB

[Add a file](#)

File	Description	Size
☐ PDF Upload.pdf	New Attachment	91 KB

Delete

Continue

Cancel



Sign & Submit

- Sign & submit to complete your registration. The Filer's information includes, name and address.
- You will be given an opportunity to review your full application in PDF form.
- Once reviewed you must continue to Payment

Bingo-Raffle Registration

Name TutorialLicense

Organization info Officers & members Games manager Game types Game info Attachments **Sign & submit**

Filer's information

I am an authorized individual pursuant to the organizational articles/bylaws to make this application on behalf of the above-named organization, and the organization is eligible for licensing pursuant to the provisions of Article XVIII shown above. I have read the referenced constitutional provisions and the laws and rules governing bingo and raffles and will be responsible for the applicant's compliance with them. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating, or conducting games of chance or for assisting therein except as provided in Title 24, Article 21, Part 6, Colorado Revised Statutes. I solemnly swear, under penalty of perjury as defined in C.R.S. 18-8-503 and punishable by law, that I have read and know the contents of this application, and all the matters set forth are true and complete to my knowledge.

* First

Middle

* Last

Suffix

* Address 1

Address 2



Colorado
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Review PDF

Once reviewed, you must continue to payment by selecting “Pay Now”

Review

You're not done yet.

Review your registration and then click on Pay now to continue.

If a PDF copy does not appear below, [open the form in a new window](#) to review it.

dynamiccontent.pro... 1 / 7 | - 80% +

LE-7 Bingo-Raffle Registration
Colorado Secretary of State
Bingo and Raffles Program
1700 Broadway, Ste. 550
Denver, CO 80290

Organization Information
Year
2024
Organization name
TutorialLicense
Type of organization Charitable FEIN Incorporation or founding date 01/01/2024
Number of active members in good standing 1000

Pay now

Back



Payment

You may pay with Credit or Debit or Prepaid Account after selecting “Pay now”.

Once payment is submitted you will be taken to a receipt page.

Payment

Name TutorialLicense

Amount

Refund requests must be made within 365 days of the initial filing. [Refund policy](#)

2024 Bingo-Raffle registration	\$100.00
Total	\$100.00

Pay now

Back

Cancel



Colorado
Secretary of State

Payment Receipt

Filing submitted. You will receive notice your filing was submitted and you may enter your email address to have your receipt sent to you.

Note: Your submission will be reviewed and if accepted, you will receive a license at that time.

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Jena Griswold

[> Bingo-Raffle public home](#)
[> Log in](#)

Receipt

Your filing was submitted.

You will receive an email when your form has been processed.
You can print this receipt for your records.

Master ID
Name TutorialLicense

Date	06/06/2025
Transaction	2024 Bingo-Raffle registration
Filing ID	
Payment type	Prepaid account
Amount	\$100.00

Email my receipt

Send



Status and Notifications

Initial Submission – Status is Pending

- email notification to set up account

Account set up- Login – Status is Pending

- Summary Page – Registration year –Pending. * Message- Your registration is being reviewed. You will receive an email when we have finished processing your submission.

Registration rejected- Status is Pending

- email notification your application was rejected and why, and a link to Fix & Resubmit

Registration approved – Status is Current

- email notification your filing was approved • Registration ready for renewal – Status is Expired (see Renewal Instructions)

To view the Status you will need to login to your Summary Page. There are several different statuses your application may have and different notifications that inform you.



Pending

To view the Status you will need to login to your Summary Page. Prior to approval you will have a Pending status.

Summary

Your registration is being reviewed. You will receive an email when we have finished processing your submission.

Organization			
Name	New Bingo Raffle Reg	Type	Charitable
Master ID	20173113378	Incorporated or founded	12/12/2000
FEIN		Registration year	Pending

Actions

[History](#)



Pending – Fix & resubmit

If your application has been rejected you will need to Fix & resubmit your application. Your status will remain Pending until approved.

Summary

Your registration was **not accepted**. [Fix and resubmit](#)

Organization

Name	New Bingo Raffle Reg	Type	Charitable
Master ID	20173113378	Incorporated or founded	12/12/2000
FEIN		Registration year	Pending

Actions

[History](#)



Current

Once your license is approved, you will see a Current status along with additional information on your Summary page.

License			
License #		Start	08/30/2017
Status	Current	Expire	12/31/2017
Games	Bingo, Pull tabs, Raffles	Renewal	You can renew starting 11/01/2017 if you have no outstanding quarterly report fines or filings.
Quarterly report exemption		No	
Number of members in good standing		123	
Last games manager oath signed by			
Last authorized individual signature		123 123	

Games manager in charge

[All games managers](#)



Colorado
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Contact

If you have Bingo-Raffle questions or need additional assistance please contact the Bingo-Raffles program by:

Phone at 303-869-4910

or

Email at licensing@coloradosos.gov