



MEMORANDUM

TO: All Licensed Georgia Bingo Organizations

THRU: Mark B. Jackson
Director
GBI Legal Services

FROM: Terry A. Sosebee
Special Agent in Charge
Bingo Coordinator

DATE: January 25, 2010

RE: **Standing Bingo License Renewal Instructions for Filing a Renewal Application for a License to Operate a Bingo Game in Georgia**

The Georgia Bureau of Investigation's website now contains forms necessary to apply for the renewal of your license to operate bingo games. The application must be filled out **completely and signed**. The application no longer needs to be notarized. Your application **must** include:

1. \$100.00 license fee (**certified check or money order payable to GBI**).
2. List of all **current** elected officers/directors/board members (as defined in the by-laws of organization) on the back of the application or attach a list which includes officer title, name of person holding each office, whether each officer has been approved by the GBI and a current address for each officer.
3. Personal history statements cards should have been submitted within 15 days after an election, on any **new** officer/director/board member/worker listed on renewal form who assists with bingo or who has a vote on how bingo funds are spent. The Compliance Form should have been submitted within 15 days after election. **Your new license will not be mailed until all new officers/directors/board members have been cleared and your Compliance Form has been received.**
4. Applicant officer/worker fingerprinting is now performed through the Georgia Applicant Processing Service (GAPS), which is conducted by Cogent Systems (visit their website at www.ga.cogentid.com).
5. A copy of a **current** building/space lease (if applicable) which covers the current Bingo licensing period.

Renewal applications must be filed with all required documents and be postmarked by **October 31th of each year** to ensure applicants receiving a license for the following calendar year and prior to the expiration of the old license. Applications received without the required documentation will be returned to the applicant organization without processing. Applications received after the deadline may not be processed before January 1 of the next calendar year.

If you have any questions, contact the GBI Bingo Unit, Legal Services Office, Georgia Bureau of Investigation, P. O. Box 370808, Decatur, Georgia 30037-0808 or by phone at 404-270-8525 or by fax at 404-270-8529.

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