

**CALIFORNIA GAMBLING CONTROL COMMISSION**  
**REMOTE CALLER BINGO GAME REQUIREMENTS**

February 25, 2011

The following identifies the information required to become authorized to conduct remote caller bingo games and to continue to conduct those games.

See Commission's website: [www.cgcc.ca.gov](http://www.cgcc.ca.gov) for forms, legislation, regulation, and additional remote caller bingo information.

**1) ORGANIZATION RECOGNITION**

**An authorized representative of the organization shall submit a *Statement of Eligibility to Conduct Remote Caller Bingo* (CGCC 618).**

The form CGCC 618 must be completely filled out to be placed on a Commission's meeting agenda for Commissioners consideration. Below is information to assist with the completion of this form.

✓ **The organization must meet one of the following requirements (Form CGCC 618 - Section 3, number 1):**

- A. Be exempted from the payment of taxes imposed under the Corporation Tax Law by section 23701a, 23701b, 23701d, 23701e, 23701f, 23701g, 23701k, 23701w, or 23701/ of the Revenue and Taxation Code.
- B. Be a mobilehome park association.
- C. Be a senior citizens organization.
- D. Be a charitable organization affiliated with a school district.

While the Commission's Form CGCC 618 requires a Copy of Certificate of Determination of Exemption from the Franchise Tax Board, verification can be provided by submitting a copy of the page from the Franchise Tax Board's Internet Web site Exempt Organizations List verifying exemption:

[http://www.ftb.ca.gov/businesses/Exempt\\_organizations/Entity\\_list.shtml](http://www.ftb.ca.gov/businesses/Exempt_organizations/Entity_list.shtml)

✓ **The organization must have been incorporated or in existence for three years or more (Form CGCC 618 – Section 3, number 2).**

While the Commission's Form CGCC-618 requires "founding documents" as specified, the Commission will accept other methods as described below of verification that the organization has been incorporated or in existence for at least three years. The existence date must be entered on the form; otherwise, documentation to verify the existence date must be submitted with the form.

Verification can be provided from several sources, including the California Department of Justice's Internet Web site (Registry of Charitable Trusts" which verifies the three year period:

<http://rct.doj.ca.gov/MyLicenseVerification/Search.aspx?facility=Y>).

The "issue date" or confirmation of federal tax returns filed can be used to verify the three-year requirement.

Incorporated entities can provide verification using the Secretary of State's Internet web site (Business Entities, Business Search: <http://kepler.sos.ca.gov/>). The "date filed" is the incorporation date that may be used to verify the three year requirement.

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- ✓ **The organization shall be licensed or authorized by a city, county, or city and county to conduct bingo games (Form CGCC 618 – Section 3, number 3).**

The local bingo license number and expiration date must be completed on the Form CGCC 618. If the information is not completed, then documentation verifying the information must be submitted with the form.

- ✓ **The receipts of the game shall be used only for charitable purposes (Form CGCC 618 – Section 3, number 4).**

Provide the charitable purpose for which the remote caller bingo game receipts will be used.

- ✓ **The operation of bingo may not be the primary purpose for which the organization is organized (Form CGCC 618 – Section 3, number 5).**

Identify the primary purpose for which the organization is organized.

**Note:** Upon Commission recognition of an organization as being eligible to conduct remote caller bingo, a letter will be sent to the organization that notifies them of the additional requirements to be satisfied prior to actually conducting remote caller bingo games. These requirements are also described below.

**2) APPLICATIONS FOR INTERIM LICENSES AND WORK PERMITS**

**Applications for interim licenses and work permits can be submitted before, after, or at the same time as the organization recognition.**

Applicants who are approved after being placed on a Commission's meeting agenda for Commissioners consideration will receive an approval letter from the Commission.

- a) **An *Application for Interim License for Remote Caller Bingo (CGCC-620)* must be submitted for each individual who conducts remote caller bingo and will perform duties in the following categories:**

- ✓ **Fiduciary**
- ✓ **Site Manager**
- ✓ **Bingo Caller**

- b) **An *Application for Interim Work Permit for Remote Caller Bingo (CGCC-622)* must be submitted for any individual who conducts remote caller bingo and is paid a fee for performing any of the following duties in any of the following capacities:**

- ✓ **Administrative**
- ✓ **Financial**
- ✓ **Managerial**
- ✓ **Security**
- ✓ **Technical**

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**Note:** The organization is required to identify individuals and their license or work permit numbers **prior** to conducting any games at the time the 30-Day Notice of Intent to Conduct Remote Caller Bingo (Step 5) is submitted. This shall include one designated fiduciary, the site manager for each site, the bingo caller for the host game site, and any individuals that are required to have work permits.

**3) CONTROLS, METHODOLOGY, AND STANDARDS OF GAME PLAY**

[PC § 326.3(u)(4) & Title 4, CCR, § 12511]

**Organizations are required to submit the controls, methodology, and standards of game play to the Commission.**

This information can be provided to the Commission via a letter and shall include:

- The equipment used to select bingo numbers and create or originate cards.
- How cards are controlled and maintained.
- How cards are distributed to participating locations.
- How cards are distributed to the players.

**Note:**

- The controls shall be deemed approved by the Commission after 90 days from the date of submission, unless disapproved. The Commission may also approve the controls in less than 90 days.
- The controls may be submitted at any time during the organization recognition or interim licensing process; however, they must be approved prior to conducting remote caller bingo games.

**4) REQUEST APPROVAL OF REMOTE CALLER BINGO EQUIPMENT**

[Title 4, CCR, § 12488]

**Organizations must submit a written list to the Commission of all equipment to be used, including any equipment used in the transmission of the game, at least 30 days prior to conducting remote caller bingo games.**

The information can be provided to the Commission via a letter and shall include:

- The make and model number of the equipment to be used.
- The manufacturer, distributor, or vendor from which the item was purchased, leased or, otherwise acquired.

**Note:** The list may be submitted at the same time as the 30-Day Notice of Intent to Conduct Remote Caller Bingo Games, as indicated below in Step 5.

**5) 30-DAY NOTICE OF INTENT TO CONDUCT REMOTE CALLER BINGO**

[PC § 326.3(j)(4) & Title 4, CCR, § 12508(f)]

**Organizations must submit a written Notice of Intent to Conduct Remote Caller Bingo Games to the Commission at least 30 days in advance of conducting its first game. This notice should indicate the date of the first game, and**

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**frequency of games, if known, and must also include the following information:**

A sample of a 30-Day Notice of Intent can be found on the Commission's website under the Bingo tab.

**Note:** The local ordinance must explicitly allow remote caller bingo games to be played or conducted in the city, county, or city and county. If the ordinance has not been amended to allow remote caller bingo games, the organization will need to work with the local governing agency to establish the appropriate ordinance. It is suggested that organizations begin working with their local jurisdiction early in the application process. Model ordinance language is included in paragraph (1) of subdivision (c) of section 326.3 of the Penal Code and is posted on the Commission's website. Also the local ordinance does not have to be amended prior to submitting applications for organization recognition (Step 1) or interim licenses and work permits (Step 2). However, the local ordinance must be amended prior to submitting the 30-Day Notice of Intent to Conduct Remote Caller Bingo (Step 5).

**6) COSPONSOR AGREEMENTS** [PC § 326.3(o)(4) & Title 4, CCR, § 12510]

**A maximum of 10 unaffiliated organizations eligible to conduct remote caller bingo may enter into an agreement to cosponsor a remote caller bingo game, provided that the game does not have more than 10 locations. Before sponsoring or operating any game, each of the cosponsoring organizations is required to enter into a written agreement. A copy of the written agreement must be provided to the Commission and set forth the following:**

- How the expenses and proceeds of the games are to be allocated among the participating organizations.
- The bank accounts into which all receipts are to be deposited and from which all prizes are to be paid.
- How game records are to be maintained and subjected to annual audit.

**7) VENDOR EQUIPMENT RECORDS AND AUDIT REPORTING REQUIREMENTS**

[PC § 326.3(w)(1) & Title 4, CCR § 12508(c) & (d)]

**The vendor of the equipment used in a remote caller bingo game is required to have its books and records audited at least annually by and independent California certified public accountant and must submit the results of that audit to the Commission within 120 days after the close of the vendor's fiscal year. In addition, the Commission may audit the books and records of the vendor at any time.**

**8) ORGANIZATION GAME RECORDS AND AUDIT REPORTING REQUIREMENTS**

[PC § 326.3(w)(2) & Title 4, CCR § 12508(c), (d) & (e)]

**Organizations are required to maintain records pertaining to remote caller bingo games that include the income received and expenses disbursed in connection with the operation, conduct, promotion, supervision, and any other**

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**related activity of remote caller bingo games. Records of an organization that conducts remote caller bingo games are required to be audited by an independent California certified public accountant at least annually. Copies of the audit reports shall be provided to the Commission as follows:**

- Within 30 days after the end of each calendar quarter, organizations are required to submit copies of the records of their remote caller bingo games to the Commission.
- Within 120 days after the close of the organization's fiscal year, copies of annual audit reports for the records of the remote caller bingo games, prepared by an independent California certified public accountant, are required to be submitted to the Commission.

**9) INDIAN GAMING SPECIAL DISTRIBUTION FUND LOAN REIMBURSEMENT PAYMENTS [PC § 326.4(d)(2) & Title 4, CCR § 12508(e)(3)]**

**To reimburse the loan from the Indian Gaming Special Distribution Fund, organizations conducting remote caller bingo games are required to pay to the Commission an amount equal to 5 percent of the gross revenues of each remote caller bingo game until that time as the full advanced amount plus interest on the loan at the rate accruing to moneys in the Pooled Money Investment Account is reimbursed. The payments are to be made quarterly with the quarterly submission of the organization's remote caller bingo records (step 7).**

**10) ANNUAL SUBMISSION OF STATEMENT OF ELIGIBILITY [Title 4, CCR § 12505(c)]**

**In addition to the information above, organizations are required to submit an updated *Statement of Eligibility to Conduct Remote Caller Bingo Games* (CGCC 618) within 120 days after the close of the organization's fiscal year.**