



## RAFFLE REGISTRATION CHECKLIST

**California law allows eligible tax-exempt nonprofit organizations to conduct fundraising raffles.** Organizations must obtain a raffle permit number from the Attorney General's Registry of Charitable Trusts before holding the event. Use this checklist to guide you through the process.

- **Determine if organization is eligible to hold a charitable raffle.**

An "eligible" organization is defined by Penal Code section 320.5(c) as "a private, nonprofit organization that has been qualified to conduct business in California for at least one year prior to conducting a raffle and is exempt from taxation pursuant to Sections 23701a, 23701b, 23701d, 23701e, 23701f, 23701g, 23701k, 23701l, 23701t, or 23701w of the California Revenue and Taxation Code." **Please note** that eligibility to conduct a raffle is based on an organization's tax-exempt status under **California** law.

- **Prepare the Application for Registration (CT-NRP-1) by completing all fields. Incomplete applications will not be processed.**

- **Submit (1) Application. (2) Franchise Tax Board "entity status letter" and (3) \$30 registration fee payable to Department of Justice.**

Mail to: Department of Justice, Office of the Attorney General  
Registry of Charitable Trusts  
P.O. Box 903447  
Sacramento, CA 94203-4470

- **PLEASE NOTE:** Due to Registry backlogs, applications should be submitted at least 60 days prior to scheduling the first raffle.

- **Obtain confirmation of registration. Upon approval, the Registry of Charitable Trusts will send a letter confirming registration that includes a raffle permit number and expiration date.**

- **Prepare and submit a Nonprofit Raffle Report (Form CT-NRP-2) after all raffle events for the registration year have taken place (January 1 to December 31). PLEASE NOTE: Due to amendments to the Nonprofit Raffle regulations, all raffles held in the registration year must be reported on a single Form CT-NRP-2. The report must be filed no later than February 1st of the following registration year.**

The Nonprofit Raffle Program is governed by Penal Code section 320.5 and Title 11, section 410 et seq. of California Code of Regulations. Forms, Regulations and Frequently Asked Questions on charitable raffles are available for review and download on the Attorney General's [website: http://oag.ca.gov/charities](http://oag.ca.gov/charities).