



## 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