

**481—100.3(99B) License application.**

**100.3(1) Applications.** Applications may be completed online or downloaded by visiting [dia.iowa.gov](http://dia.iowa.gov) and clicking on the link for “Social and Charitable Gambling.” A paper application may be requested from the Social and Charitable Gambling Unit, Iowa Department of Inspections and Appeals, Lucas State Office Building, Des Moines, Iowa 50319-0083; or by calling (515)281-6848.

**100.3(2) Receipt of application.** An application shall be submitted at least 30 days before the beginning date requested.

**100.3(3) Fees.** License fees are not refundable.

**100.3(4) Documentation.** Qualified organizations applying for a charitable gambling license must submit with the application documentation, as described in the application, to prove tax-exempt status.

**100.3(5) Application for incorrect license.** If the applicant does not apply for the appropriate license, the license fee may be applied to the appropriate license within 30 days of notification to the applicant by the department. For example, the applicant applies for a 90-day qualified organization license but wishes to conduct bingo. The fee for the 90-day qualified organization license may be applied to a two-year or 14-day qualified organization license, if the applicant responds within 30 days of notification by the department.

**100.3(6) Incomplete application submitted.** If the applicant submits an incomplete application, the application may be completed and submitted within 30 days of notification to the applicant by the department without forfeiting the fee submitted with the incomplete application.

**100.3(7) Responsible party.** The responsible party identified on the application shall sign the application or submit the online application. The responsible party shall be a person who is authorized to make decisions on behalf of the qualified organization.

[ARC 4013C, IAB 9/26/18, effective 10/31/18; ARC 6296C, IAB 4/20/22, effective 5/25/22]