



TOWN OF NORFOLK
Town Clerk's Office
ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS 02056

TOWN CLERK'S OFFICE
Gail Bernardo, Town Clerk

(508) 528-1400 -Office
(508) 541-3363 - Fax

PROCEDURE FOR OBTAINING A RAFFLE PERMIT

Only non-profit organizations in existence for two years or more are eligible to obtain a raffle permit. If you are applying for the first time you must submit a statement of organization or bylaws.

Eligible organizations are: (a) a veterans organization chartered by Congress or included in Clause 12 of Section 5 of Chapter 40 of the General laws; (b) a church or religious organization; (c) a fraternal or fraternal benefit society; (d) an educational or charitable organization; (e) a civic or service club or organization; and (f) clubs or organizations operating exclusively for pleasure, recreation and other non-profit purposes.

A Raffle Permit is valid for one year from the date of issue. All funds derived from a raffle or bazaar must be used exclusively for the purpose(s) stated in the application.

Step 1. The applicant may obtain the following forms from the Town Clerk's Office:

- 4 copies of Form 810 – known as the Application for a Permit
- 2 copies of Form 812 – known as the Financial Report
- 1 copy of Form RBL-1 – known as the green Notice of Issuance

Step 2. The applicant must complete the 4 copies of the application, as well as the green RBL-1 form. The application must then be approved by the Chief of Police, after which all forms are to be brought to the Town Clerk's Office, together with the two copies of the financial report from the previous year, and a check payable to the Town of Norfolk for \$25.00.

Step 3. If all forms are in order the Town Clerk will approve the application and issue a permit.

NOTE: If an organization has held a permit for a given year and does not intend to renew it, the financial reports must be filed within 30 days after the expiration of the permit.