

## What You Need to Know

Eligible charitable, religious and non-profit organizations may be licensed to conduct lotteries. An individual is not eligible for a lottery licence.

If your organization has not been licensed by the City in the past 2 years, you must apply for an eligibility review before applying for a lottery licence.

The City licenses break open ticket lotteries at legions, hospitals and variety stores.

For break open ticket lotteries in conjunction with other lottery events, contact the Alcohol and Gaming Commission of Ontario at 416-326-8700 or visit [www.agco.on.ca](http://www.agco.on.ca)

## Instructions

1. Review the Break Open Ticket Licence Terms and Conditions
2. Submit to Gaming Services:
  - Completed Application to Manage and Conduct a Break Open Ticket Lottery
  - Copy of valid Gaming Control Act Registration Certificate (GCA)
  - Copy of three-way contract between the gaming service supplier, third party location, and non-profit charitable and/or religious organization
  - Financial information (an organization must have a lottery trust account as a condition of a lottery licence)
    - Name and address of bank or financial institution
    - Trust account number
  - Lottery licensing fee
  - Complete contact information on the back of this form and return with application

Incomplete application packages will be returned to the applicant.

Gaming Services will process your application and issue your licence, usually within 15 business days.

### Need to Amend Your Break Open Ticket Lottery Licence

If your organization sells all the boxes on your licence before the licence expires, you can add boxes to your current licence OR apply for a new licence. A lottery licensing fee will apply.

If you do not sell all the boxes on your licence before the licence expires, you can extend the licence for up to one year. A lottery licensing fee will apply.

An amendment request must be made before your licence expires.

The request is usually processed within 15 business days.

# Break Open Ticket Licence

## Contact Person

First name		Last name		
Address		Unit	City	Postal code
Phone	Cell phone	Fax		
Email				
Indicate how your organization would like to receive the lottery licence (check one):				
Pick up				
Mail				
Mailing address (if different from above)		Unit	City	Postal code

## Contact Us

If you have any questions regarding your application, contact Gaming Services.

Address: Gaming Services  
City Hall, Floor 1 North  
100 Queen Street West  
Toronto, ON M5H 2N2

Telephone: 416-392-7037

E-mail: [lotterylicences@toronto.ca](mailto:lotterylicences@toronto.ca)

Website: [www.toronto.ca/lotterylicences](http://www.toronto.ca/lotterylicences)

Hours: Monday to Friday (except holidays)  
8:30 a.m. to 4:30 p.m.