

A Message from LaDonna Castañuela, Director
Charitable Bingo Operations Division (CBOD)

RE: Temporary Licenses for Regular License Holders (FORMID 16, FORMID 17
and FORMID 18)

The purpose of this communication is to provide a few reminders about how and when regular conductor license holders can apply for temporary licenses, including temporary “on-demand” licenses. Please note that when the CBOD receives FORMIDs 16, 17, or 18, they are given priority. That said, they take time to process and confirm requirements are met.

Please be aware of the following related deadlines and timing considerations:

- **FORMID 16** – Licensed Conductor Application for Temporary Bingo Occasions, and **FORMID 17** – Licensed Conductor Application for Temporary-On-Demand Occasions,
 - must be submitted to CBOD at least seven (7) calendar prior to the bingo occasion, in accordance with 16 Tex. Admin. Code §402.401 (d)(1).
- **FORMID 18** – Notification of Dates & Times for Approved Temporary-On-Demand Bingo Occasions,
 - can only be used after an organization’s FORMID 17 is approved, and
 - must be submitted to CBOD before the start time of the temporary-on-demand bingo occasion, in accordance with Tex. Occ. Code §2001.103 and 16 Tex. Admin Code §402.401 (d)(3).

If an organization wants to conduct more bingo occasions than those allowed by its regular conductor license, it can apply for a **Temporary (FORMID 16)** or a **Temporary-on-demand (FORMIDs 17 and 18)** bingo license, or a combination of both, to allow it to conduct up to an additional 24 temporary bingo occasions during its annual license period. Biannual license holders receive 24 temporary or temporary-on-demand occasions per year of their annual license period.

TEMPORARY BINGO OCCASIONS – FORMID 16

If an organization knows the specific days and times it wants to conduct additional occasions, it should use FORMID 16 - Licensed Conductor Application for Temporary Bingo Occasions. FORMID 16 allows the organization to list the desired occasions (1 - 24) and submit them to CBOD for approval. Unused occasions will require additional forms when an organization is ready to conduct them.

In accordance with 16 Tex. Admin. Code § 402.401 (d)(1), a regular license holder must apply for a temporary license **at least seven (7) calendar days prior to the bingo occasion**. CBOD recently revised FORMID 16 to reflect the seven-calendar day requirement.

TEMPORARY-ON-DEMAND BINGO OCCASIONS – FORMIDs 17 & 18

*If an organization does not know the specific days and times it wants to conduct additional occasions, it should file FORMID 17 - Licensed Conductor Application for Temporary-on-Demand Occasions. This form does not require an organization to list days or times, but it does require an organization to state *how many* temporary occasions it wishes to conduct during the annual license period.*

Organizations who wish to conduct on-demand temporary occasions are strongly encouraged to submit FORMID 17 as early in their license period as possible. In accordance with 16 Tex. Admin. Code § 402.401 (d)(1), an organization must apply for a temporary license **at least seven (7) calendar days prior to the bingo occasion** to allow for processing and must receive approval of FORMID 17 before they can conduct the requested on-demand occasion(s).

Before an organization can use a temporary license issued pursuant to FORMID 17, it must also submit FORMID 18 notifying CBOD of the specific date and time of the temporary bingo occasion. **FORMID 18 must be submitted to CBOD *before* the temporary bingo occasion begins.** Failure to submit FORMID 18 prior to occasion start time will result in an unlicensed occasion; and the organization may be subject to administrative penalties if it conducts unlicensed bingo occasions.

If you need assistance in filling out FORMID 16, FORMID 17 or FORMID 18, please contact the Education Department at 512-344-5299 or 800-Bingo-77 (800-246-4677) or send an email to Bingo Services at: bingo.services@lottery.state.tx.us.