

Phone: (508) 660- 7296  
Fax: (508) 660-7297  
townclerk@walpole-ma.gov



**Town Clerk's Office**  
135 School Street  
Walpole, MA 02081

**Town of Walpole**  
**Commonwealth of Massachusetts**

**Procedure for Obtaining a Raffle Permit**

A Raffle Permit is valid for one year from the date of issue. In all cases (except for the first time) an annual (financial) report for the previous year must be submitted to the Town Clerk's Office before any renewal can be issued.

Organizations applying for the first time must have been organized and actively functioning as a non-profit organization in the Commonwealth of Massachusetts for not less than two years prior to applying. A copy of proof, such as 501c3 certificate issued by the state, must be provided at time of application submission.

All funds derived from any raffle or bazaar must be used exclusively for the purpose stated on the application.

**First:** The applicant must obtain the following forms from the Town Clerk:

1. Application for Permit
2. Annual Report Form (1 copy)
3. Green Notice of Issuance (Form RBL-1)
4. Procedure for Obtaining a Raffle Permit

**Second:** The Applicant must provide:

1. Completed Application and Green Notice of Issuance.
2. Cash/Check payable to the Town of Walpole in the amount of \$50.00
3. If first time applicant in Walpole, you must provide proof that organization is non-profit and has been actively functioning for over two years.
4. If obtained raffle permit previously, a Completed Annual Report (2 copies) must be provided from the last raffle permit issuance

The Town Clerks office then sends the application to the Chief of Police for approval.  
(Please allow a week for the approval process.)

If all forms are completed and in order the Town Clerk will approve the application and issue a Permit.

**\*\* Please Note:** If an organization has held a permit for a given year and does not intend to renew it the Annual Report must still be filed within 30 days after the expiration of the permit.