



## Clerk of the Board of Supervisors

Laura H. Welch  
Clerk of the Board of Supervisors

### Information for Traditional and Remote Caller Bingo Business License Applicants

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#### Introduction

The document explains the process to obtain a business license to operate bingo games in the unincorporated area of San Bernardino County.

Businesses located within the limits of an incorporated city, do not require a license from the Clerk of the Board; however, the city in which the business is located may have licensing requirements. Please contact this office to determine the jurisdiction.

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#### Qualified Applicants

Only the following organizations are permitted to apply for a bingo business license with the County of San Bernardino:

- Tax Exempt Organizations
- Mobile Home Park Associations
- Senior citizen organizations
- Charitable organizations affiliated with a school district

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#### Fees

The following non-refundable fees are required when applying for a bingo business license. Current fees can be found at [www.sbcounty.gov/cob](http://www.sbcounty.gov/cob).

- Application fee: paid when submitting the first application.
- Initial license fee: paid when the first license is issued.
- Renewal fee: paid when the license is renewed.

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## Information for Traditional and Remote Caller Bingo Business License Applicants , Continued

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### **Background check**

All initial and renewal applications are to be taken to the San Bernardino County Sheriff's Department for approval/sign off prior to submission of the application to the Clerk of the Board.

Once the Sheriff's approval has been obtained, please submit the application along with the renewal fee to our office for processing.

Contact:  
Sheriff's Department/Records Division  
655 East Third St., San Bernardino  
(909) 888-5916

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### **Fingerprints**

Each applicant must be fingerprinted. Once the Live Scan completed **after April 30, 2006** is on file with the Clerk of the Board, the applicant will not need to be fingerprinted again.

Applicants who need to be fingerprinted will contact the San Bernardino County Sheriff's Department for more information. Applicants can **check in with the Employee Resources Division** of the Sheriff's Department to be Live Scanned. The Sheriff's Department will return two completed copies of the Live Scan form to the applicant. The applicant will submit one copy to the Clerk of the Board, along with the business license application, as proof that fingerprinting has been completed.

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### **Issuance of business license**

The business license will be issued after all applicable agencies approve the application and the applicant has paid all applicable fees.

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