



Colorado
Secretary of State

Instructions for Landlord License New Registration

e-File



Landlord license application

Navigate to the Bingo and Raffles home page

- When you are ready, select “forms list”.

Bingo and Raffles

Attention: The Colorado General Assembly recently relocated the Bingo and Raffles Law from Article 12 to Article 24 in the Colorado Revised Statutes. The Colorado Secretary of State's office is in the process of updating existing website references. In the meantime, please use this Excel table to see [corresponding statutory references \(XLSX\)](#).

e-File

[Renew a license](#) | [Instructions \(PDF\)](#)
[Quarterly report](#) | [Instructions \(PDF\)](#)

If your organization has never been licensed,
[Apply for a new license](#) | [Instructions \(PDF\)](#)

For all forms and instructions, see the [forms list](#)

Games managers

- Online training and certification
- Classroom training

Help

- Consultation services
- FAQs
- List of licensed landlords, manufacturers & suppliers
- Progressive raffles fact sheet (PDF)
- Planning a raffle (PDF)
- Search bingo-raffle documents

Advisory Board

- Board members and schedule
- Advisory Board meeting minutes
- Help shape Colorado's bingo-raffle rules

Tools & resources

- 2017 Bingo market study (PPTX)
- 2013 Bingo market study
- Bingo toolkit
- Charitable gaming financial reports
- Fee schedule
- Newsletters
- Success stories
- Tax-Exempt Organizations and Gaming - IRS publication (PDF)
- News archive

Laws & rules

- Colorado Constitution, Article XVIII, Section 2
- Bingo/raffles statutes
- Bingo/raffles rules (PDF)
- Laws and Rules Handbook (PDF)



Landlord application link

- Scroll down the Forms List page until you reach the Landlords section.
- Select “Apply online” next to the Application for a Commercial Landlord License form.

Applications & renewals

Form name	e-File	Paper form	Instructions
Application for a new bingo-raffle license Includes roster of member in charge and members assisting	Apply online	PDF	Paper filing (PDF)

Landlords

Form name	e-File	Paper form	Instructions
Application for a Commercial Landlord License	Apply online	n/a	n/a
Renew a license	Log in	n/a	n/a
Bingo-Raffle Landlord Licensee Promotion Report	n/a	PDF	n/a

[Terms & conditions](#)



Landlord license application requisites

- Review all of the information on this page.
- You will need to pay online at the end of the registration.
- Once you are ready, select “Continue”.
- Note: you must pay online at the end of the registration process
- Make sure to have the documents you need before continuing your registration.

The screenshot shows a web page titled "Commercial Landlord License". At the top, there is a navigation menu with links for "Menu", "Bingo", "Business", "Charities", "Elections", "Notary", and "Search". The main heading is "Commercial Landlord License". Below this, the text states: "Your registration must be filed and paid for online with a credit card or prepaid account." It then lists the required attachments: "The following items must be attached to this application:" followed by a bulleted list: "A plan or blueprint of the facility to be rented, and its dimensions," "A copy of the applicant's lease or deed to the premises," "Copies of all zoning, building, fire safety and other clearances or permits for the use of premises as a commercial bingo facility, and" "A detailed explanation of the facts and circumstances concerning any conviction for a felony, theft by deception, gambling-related offense within more than the previous ten years. This applies to owners, officers, directors, partners, members or associates." Below this is a section titled "Tips for attachments" which says: "You can attach .jpg, .gif, .png, or .tif image files, or PDF files." and "Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB". At the bottom, it says: "Once your documents are ready to attach, you can continue." and there is a blue "Continue" button highlighted with a red box.



Landlord information

- Enter all required information including: Registration year, Landlord Entity Name, Landlord Street Address, Landlord Phone #, Landlord Email, Premises Address.
- Once you are ready, select “Continue”.

A screenshot of the 'Commercial Landlord License' application form. The form has a title bar with the text 'Commercial Landlord License' and a navigation menu with tabs: 'Landlord information', 'Trade names', 'Agents & records', 'Owners', 'Attachments', and 'Sign & submit'. The 'Landlord information' tab is selected and highlighted with a red box. Below the tabs, the form contains the following sections:

- Registration year**: A dropdown menu with '2017' selected.
- Landlord's information**: A section with the instruction 'Enter the landlord entity name as it appears on the records of the Secretary of State.' It includes a text input field for '*Name' and another for '*Address 1'. Below these, there is a dashed line and a label for 'Address 2'.

At the bottom of the form, there is a 'Continue' button highlighted with a red box and a 'Cancel' button in the bottom right corner.



Trade names

- Add all trade names used by the entity (landlord). You can delete trade names if you make a mistake.
- Once you are ready, select “Continue”.

A screenshot of the 'Commercial Landlord License' application form. The form is titled 'Commercial Landlord License' and shows the 'Trade names' section. The 'Name' field is set to 'New Landlord'. A navigation bar at the top includes tabs for 'Landlord information', 'Trade names', 'Agents & records', 'Owners', 'Attachments', and 'Sign & submit'. The 'Trade names' tab is selected and highlighted with a red box. Below the navigation bar, the text reads 'Trade names' and 'Enter all of the trade names used by the entity (landlord)'. A red arrow points to a blue link labeled 'Add a trade name'. Below this link is a 'Continue' button, which is also highlighted with a red box. A 'Cancel' button is located at the bottom right of the form.



Agents & records

- If the Landlord is not a Colorado resident, you must enter a Colorado registered agent.
- Proceed to the Landlord agent and Location of records sections on this page.

Commercial Landlord License

Name New Landlord

Landlord information Trade names **Agents & records** Owners Attachments Sign & submit

Registered agent
If Landlord is not a Colorado resident, a Colorado registered agent is required.

Registered agent's name - Choose organization or individual

Organization

Individual

First

Middle

Last

Suffix



Agents & records (continued)

- You must select who should receive communications about the landlord's license.
- You must select where the landlord's records are held.
- Once you are ready, select "Continue".

A screenshot of the "Commercial Landlord License" application form. The form is titled "Commercial Landlord License" and shows the "Agents & records" section. The "Name" field is set to "New Landlord". A navigation bar at the top includes tabs for "Landlord information", "Trade names", "Agents & records" (which is highlighted with a red box), "Owners", "Attachments", and "Sign & submit". Below the navigation bar, the "Registered agent" section is visible, with a note: "If Landlord is not a Colorado resident, a Colorado registered agent is required." The "Landlord's agent" section asks "Who should receive communications about the license?" and is highlighted with a red box. Below that, the "Location of records" section asks "Where are the landlord's records held?" and is also highlighted with a red box. At the bottom of the form, there are "Continue" and "Cancel" buttons, both highlighted with red boxes.



Owners

You can enter owner's information on this tab. You can update and delete owners as needed.

Once you are ready, select "Continue".

Commercial Landlord License


Name New Landlord

Landlord information Trade names Agents & records **Owners** Attachments Sign & submit

Owners
If the organization is a corporation, partnership, limited liability company, association or other business entity, list each

- shareholder,
- officer,
- director,
- partner,
- member,
- manager
- or other individual

who has an ownership interest of ten percent (10%) or more in the organization. If there are no individuals with ownership interests of 10% or more, you can click on Continue to move on.

 [Add an owner](#)



Attachments

- Attachments are required for the items listed on the page.
- Once you are ready, select “Add a file”.

Commercial Landlord License

Name New Landlord

Landlord information Trade names Agents & records Owners **Attachments** Sign & submit

Attachments


You must attach:

- A plan or blueprint of the facility to be rented and its dimensions,
- A copy of the lease or deed to the premises,
- Copies of:
 - zoning,
 - building,
 - fire safety, and
 - other clearances or permits for the use of the premises as a commercial bingo facility.
- An explanation of any conviction that occurred more than 10 years ago for a
 - felony,
 - theft by deception, or
 - gambling-related offense.Include details about the facts and circumstances. This applies to owners, officers, directors, partners, members, or associates.

Documents must be attached here in order to include them in your registration - documents are not accepted on paper.

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB

 [Add a file](#)



Attachments: Add a File

- You will need to choose a file by selecting “Choose File”.
- Add a Description.
- The “Attach file” button will appear once you have chosen a file and added a description.
- Select “Attach File”

Add a File

Browse for your file, select it, and type in a description.

Combined size of all files must be 4 MB or less. 1 MB = 1024 KB.

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

PDF Upload.pdf

Description*
Example: Proof of existence

The screenshot shows a web form titled "Add a File". It contains instructions for file selection and description, a file selection button, a description input field, and "Attach file" and "Cancel" buttons.



Attachments (continued)

- If you need to add or remove files you can do so.
- Once all files have been added, select “Continue”.

The screenshot shows the 'Commercial Landlord License' application interface. At the top, the title 'Commercial Landlord License' is displayed. Below it, the 'Name' field is set to 'New Landlord'. A navigation bar contains several tabs: 'Landlord information', 'Trade names', 'Agents & records', 'Owners', 'Attachments' (highlighted with a red box), and 'Sign & submit'. Under the 'Attachments' section, there is a heading 'Attachments' and a sub-heading 'You must attach:'. Below this, a list of required attachments is shown, including 'A plan or blueprint of the facility to be rented and its dimensions.', 'A copy of the lease or deed to the premises.', and 'Copy of...'. A dashed line separates this section from the file management area. In the file management area, there is a table with columns for 'File', 'Description', and 'Size'. The table contains one entry: 'PDF Upload.pdf' with a description of 'New Registration Files' and a size of '91 KB'. Below the table is a 'Delete' button. A 'Continue' button is located below the table, and a 'Cancel' button is in the bottom right corner.

Commercial Landlord License

Name: New Landlord

Landlord information | Trade names | Agents & records | Owners | **Attachments** | Sign & submit

Attachments

You must attach:

- A plan or blueprint of the facility to be rented and its dimensions.
- A copy of the lease or deed to the premises.
- Copy of...

File	Description	Size
<input type="checkbox"/> PDF Upload.pdf	New Registration Files	91 KB

Delete

Continue

Cancel



Sign & submit

- Review the Filer's information section and fill in all required information.
- You will be given an opportunity to review your submission in the next step.
- When you are ready, select "Continue".

A screenshot of a web application form titled "Commercial Landlord License". The form is displayed on a white background with a blue header. At the top, the title "Commercial Landlord License" is centered. Below the title, the text "Name New Landlord" is visible. A horizontal navigation bar contains several buttons: "Landlord information", "Trade names", "Agents & records", "Owners", "Attachments", and "Sign & submit". The "Sign & submit" button is highlighted with a red border. Below the navigation bar, the section "Filer's information" is displayed. It contains a paragraph of text: "I solemnly affirm under penalty of perjury as defined in §18-8-503 and punishable by law that I am either the applicant or the chief executive officer of the applicant herein." followed by another paragraph: "I have read and am familiar with the provisions of Title 24, Part 6, Colorado Revised Statutes (C.R.S.), also known as the Bingo and Raffles Act, with respect to commercial bingo facilities and landlords thereof and I accept responsibility for the applicant's compliance with those provisions. Neither the applicant nor any of its owners, officers, directors, partners, members or associates has been convicted of any felony, theft by deception, or gambling-related offense, as defined in Title 18, Article 10 C.R.S., within the previous ten years. I have read and know the contents of this application and the statements, attachments, and other materials included with or in it, and all matters set forth herein are true and complete." Below the text, there is a form field labeled "First" with a text input box. At the bottom of the form, there are two buttons: "Continue" and "Cancel". The "Continue" button is highlighted with a red border.



Review Registration and Continue to Payment

- This is a review page only. If you need to make changes select “Back” to correct your registration.
- If your registration is correct, select “Pay now”.
- Note: Select the “Open the item in a new window” to view a PDF copy of your registration in a new browser window.
- Note: You must select “Pay now” underneath the PDF viewer to pay for your registration before it will be submitted.

You're not done yet.
Review your registration and then click on Pay now to continue.
If a PDF copy does not appear below, [open the form in a new window](#) to review it.

LE-LL2 Application for a Commercial Landlord License
Colorado Secretary of State
Bingo and Raffles Program
1700 Broadway, Ste. 200
Denver, CO 80290

Landlord information

Year

Landlord name

Street address

City State ZIP code



Payment

You may pay with Credit or Debit or Prepaid Account after selecting “Pay now”.

Once payment is submitted you will be taken to a receipt page.

Payment

Name TutorialLicense

Amount

Refund requests must be made within 365 days of the initial filing. [Refund policy](#)

2024 Bingo-Raffle registration	\$100.00
<hr/>	
Total	\$100.00



Payment Receipt

Filing submitted. You will receive notice your filing was submitted and you may enter your email address to have your receipt sent to you.

Note: Your submission will be reviewed and if accepted, you will receive a license at that time.

The screenshot shows the Colorado Secretary of State website interface. At the top, the logo and name 'Colorado Secretary of State Jena Griswold' are visible. A navigation menu on the left includes 'Bingo-Raffle public home' and 'Log in'. The main content area is titled 'Receipt' and features a red-bordered notification box with an information icon and the text 'Your filing was submitted.' Below this, there are instructions: 'You will receive an email when your form has been processed.' and 'You can print this receipt for your records.' A 'Master ID' field is shown with a redacted value, and the 'Name' is listed as 'TutorialLicense'. A table of transaction details is displayed:

Date	06/06/2025
Transaction	2024 Bingo-Raffle registration
Filing ID	[Redacted]
Payment type	Prepaid account
Amount	\$100.00

At the bottom, there is a red-bordered box titled 'Email my receipt' containing an email input field with a dropdown arrow and a 'Send' button.



Colorado
Secretary of State

Login Instructions and Registration Statuses

e-File



Account Login – Access the login page

- Select the menu bars in the top left of the Colorado Secretary of State website, and select “Log in” under the Bingo & Raffles section

This screenshot shows the top left portion of the Colorado Secretary of State website. The header includes the logo, the text "Colorado Secretary of State Jena Griswold", and a navigation bar with links for "Menu", "Bingo", "Business", "Charities", "Elections", "Notary", and "Search". The "Menu" link is highlighted with a red box. Below the navigation bar, the "Bingo and Raffles" section is visible, featuring an "e-File" sub-section with links for "Renew a license" and "Instructions (PDF)".

This screenshot shows a detailed view of the navigation menu. The "Bingo & raffles" section is expanded, showing a list of sub-links: "Forms", "Log in", "FAQs", "Apply for license", and "Renew a license". The "Log in" link is highlighted with a red box. Other sections visible in the menu include "Home", "Administrative rules of state agencies", "Apostille & authentications", and "Business organizations".



First time account login

In order to login to your account for the first time, you will need to reset your password.

- Select “Forgot password?”

Bingo-Raffle

Log in to your account

Master ID *

Password *

[Forgot password?](#)



Request a password

- Enter your Master ID that you received after submitting your registration.
- Enter the Email you used in your registration.
- Select “Reset password”. You should receive an email with a temporary password.

Reset My Password

Master ID *

Email *

The screenshot shows a web form titled "Reset My Password". It contains two input fields: "Master ID *" and "Email *". Below the input fields are two buttons: "Reset password" and "Cancel".



Temporary password

- Look for an email with your Master ID and Temporary password.
- Enter the Master ID and in Password enter your Temporary password.
- Select “Log in”

A screenshot of a web application's login page. At the top, a red-bordered box contains an information icon and the text: "A temporary password has been emailed to you. It may take several minutes before you receive the email." Below this is the heading "Log in to your account". The main form area contains two input fields: "Master ID *" and "Password *", both with blue borders and dropdown arrows. At the bottom of the form, there is a "Log in" button with a red border and a blue link for "Forgot password?".



Summary page

- When you login you should see your summary page. You can review your registration status, history of submissions, fines and change your password.
 - See the next pages of these instructions for a list of registration statuses and notifications.
- Remember: you will not receive your license until it has been approved

Summary

Your registration is being reviewed. You will receive an email when we have finished processing your submission.

Landlord			
Name	New Landlord	Type	Commercial landlord
Master ID		Registration year	Pending

Actions

[History](#)



Status: Pending

- Your registration is being reviewed.
- You will receive an email once the submission has been processed.

Summary

Your registration is being reviewed. You will receive an email when we have finished processing your submission.

Landlord			
Name	New Landlord	Type	Commercial landlord
Master ID	[REDACTED]	Registration year	Pending

Actions
History



Status: Pending – Fix and resubmit

- Your registration was rejected and an email was sent to you with reasons why.
- You will need to select “Fix and resubmit” to correct your registration and resubmit it.
- You will not need to pay again.

Summary

Your registration was **not accepted**. [Fix and resubmit](#)

Landlord			
Name	New Landlord	Type	Commercial landlord
Master ID		Registration year	Pending

Actions

[History](#)



Status: Current

- Your registration was approved and an approval email was sent.
- You can view and print your license by selecting “View & print license” either from the sidebar menu, or from the “View & print license” link in the actions section, near the bottom.
- Your summary page should show your license start and expiration date along with other info.

Summary

[View & print license](#)

History

Fines

Change password

Log out

Summary

Landlord			
Name	New Landlord	Type	Commercial landlord
Master ID		Registration year	2017
Phone	123-123-1231	Email	
Street	Address, City, CO 12345		
Mailing	n/a		

License			
License #		Start	09/11/2017
Status	Current	Expire	12/31/2017
Renewal	You can renew starting 11/01/2017.		

Trade names	
Trade Name	
Trade Name	

Actions

[History](#)

[View & print license](#)

[Promotion report \(PDF\)](#)

[Fines](#)



Colorado
Secretary of State

Bingo-Raffles Contact Information

If you have questions or need additional assistance, please contact the Bingo-Raffles program:

Call us at 303-869-4910

or

Email us at licensing@coloradosos.gov