

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
PERMIT AMENDMENT**

GENERAL INSTRUCTIONS

Change requests shall be in writing well in advance of the proposed effective date of the requested change.

- A. Use this form to notify the Office of Charitable and Regulatory Programs of a change request to a current charitable gaming permit.
- B. Complete this form in its entirety and **do not leave any blanks**.
- C. **Type or print all answers** and do not use a pencil. Place "N/A" if an item is not applicable.
- D. If necessary, attach additional documents or explanation sheets in support of a change request such as a revised lease agreement.
- E. Ensure this form is signed and dated by an authorized person from the permitted organization.
- F. Retain a copy of this completed form for your records.
- G. No payment is necessary when submitting this form to the Office of Charitable and Regulatory Programs.

ORGANIZATION INFORMATION

1. Organization Name: _____ OCRP No: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____

CHANGE REQUEST INFORMATION

2. Permit No.: _____ Issue Date: _____ Expiration Date: _____

3. Change Request Explanation:

4. New Game Date: _____ Begin Game Time: _____ End Game Time: _____
New Game Date: _____ Begin Game Time: _____ End Game Time: _____
New Game Date: _____ Begin Game Time: _____ End Game Time: _____

REQUESTED BY

Signature: _____ Date: _____
Name: _____ Position: _____
First Name Middle Initial Last Name
Telephone No.: _____ E-Mail: _____

**MAIL COMPLETED FORM TO: VDACS, Office of Charitable & Regulatory Programs
PO Box 1163, Richmond, Virginia 23218**

For more information, please visit our web site at www.vdacs.virginia.gov or contact the charitable programs unit at (804) 371-0495.