VIRGINIA LOTTERY GAMING LICENSING and INVESTIGATIONS DIVISION



PROCEDURES MANUAL for SPORTS BETTING EMPLOYEE LICENSE APPLICANTS

GENERAL INFORMATION

This procedures manual is a reference tool for sports betting prospective employees within the Commonwealth of Virginia who are applying for a sports betting employee license. The Virginia Lottery's intention is to provide applicants with guidance when using the automated licensing system to complete your online application prior to submitting it to the Virginia Lottery's Gaming Licensing and Investigations Division for the appropriate due diligence.

Only individuals who have received at least a conditional offer of employment from a sports betting permit operator, supplier or vendor who is either licensed or who has applied for a license with the Commonwealth of Virginia should apply through the automated licensing system. Your application must be submitted online through this automated system beginning October 15, 2020. You will be required to contact your sports betting employer's account representatives in order to obtain access to the system prior to initiating the application process. Once an application and all required supporting documents have been submitted, these items will become the property of the Virginia Lottery and will not be returned to you. Applicants will not be able to make any changes to their applications within the automated system once your application has been submitted.

Upon being given at least a conditional offer of employment to work for a sports betting licensee holder or applicant within the Commonwealth of Virginia, your employer's account representative will follow up with you to ensure that you've provided all required supporting documentation. The account representative will provide you with the URL to access the eLicensing website as well as a temporary password and username that you will use to sign into the automated system and begin the application process. The account representative will also provide you with instructions on where to get fingerprinted.

THE FINGERPRINT PROCESS

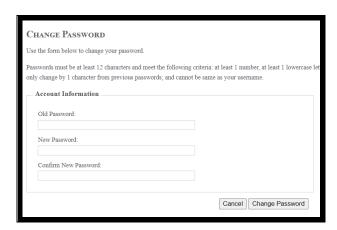
All applicants will need to have Live Scan fingerprinting done for a criminal history check to be done. The Department has contracted with Fieldprint to provide this service. To schedule a fingerprinting appointment with Fieldprint, please follow these simple instructions:

- 1. Visit http://fieldprintvirginia.com
- 2. Click on the "Schedule an Appointment" button.
- 3. Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue".
- 4. Enter the Fieldprint Code provided by the Virginia Lottery. This code will be printed on the instructions provided to you by your account representative.

- 5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
- 6. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
- 7. If you have any questions or problems, you may contact our customer service team at 877-614-4364 or customerservice@fieldprint.com.

THE APPLICATION PROCESS

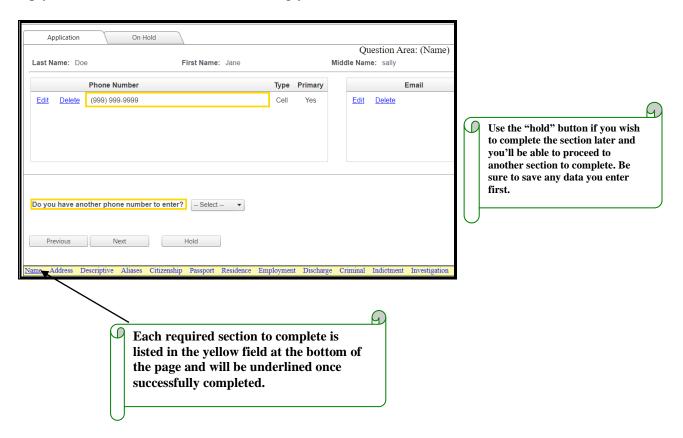
- 1. After accessing the Licensing website, sign into the system using the username and temporary password provided by your employer's account representative.
- 2. You will be prompted to change your password. Your new password must be 12 or more characters containing all the following: special character(s), alphabetical character(s), numerical character(s), upper case letter(s), and lowercase letter(s):



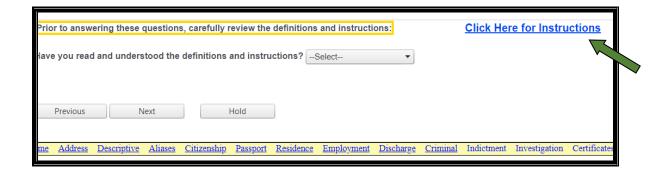
- 3. Read the "Acknowledgement and Disclosure" form and click the button to acknowledge that you understand and agree to the terms within. If you aren't clear on these terms contact your account representative. You will not be able to proceed without acknowledging that you understand.
- 4. You will then be able to start entering information into your application. You must complete *every* section of the application prior to being able to submit it:



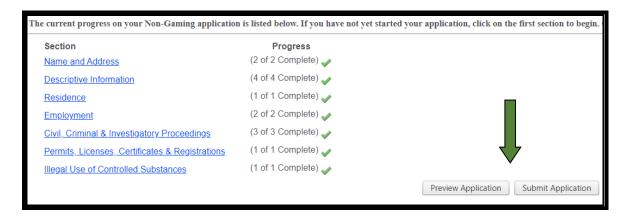
5. Simply follow the instructions when entering your information for each section:



6. When you get to the "criminal" section of the application, click the instructions link and read the "Civil, Criminal, and Investigatory Proceedings" document prior to answering the questions in this section. You must acknowledge that you've read and understand the definitions in these instructions. If you do not understand, contact your account before proceeding:



7. Once you've completed each section you will be able to preview your application prior to submitting it. Be sure your information is accurate and complete as you will not be able to make changes within the automated system once you submit it. You will be able to print a copy of your application for your records.



8. Your account representative will obtain all required supporting documents from you to submit to Virginia Lottery as part of the application process.

AUTHORIZATION FOR RELEASE OF INFORMATION

FROM:	(To be filled-in by Lottery)
(Applicant's Printed Name)	
	(printed name), am an applicant for a sports betting
aployee license in the Commonwealth of Vi the Virginia Lottery, and its employees, agen and an investigation of an applicant for a	tts, and vendors (collectively, "the Department"), is required by law to
athorization, I irrevocably give consent and siness enterprise, including a consumer repo	collect and evaluate information about me. By executing this authorize any: local, State or federal government unit; commercial or orting agency; non-profit entity; individual or any other public or private l information about me that the Department requests. The requested l, electronic, or any other form.
	ing from the release of the requested information to the Department er hold harmless and agree to indemnify, the unit, entity, or individual the the authority of this Authorization.
	signed and dated Authorization shall be equally effective as an original.
photo, facsimile, or electronic copy of this s Signature of Applicant	Signed and dated Authorization shall be equally effective as an original. Date
	<u> </u>
Signature of Applicant	<u> </u>
Signature of Applicant Print Name The undersigned, a Notary Public in and for the certifies that the above-response to the certifies that the certifies	Date NOTARY PUBLIC he County of, in the State of named individual appeared in person, and before me, either known to me or satisfactorily proven to
Signature of Applicant Print Name The undersigned, a Notary Public in and for the certifies that the aboverthe individual whose name subscribed to the within instrument.	Date NOTARY PUBLIC he County of, in the State of named individual appeared in person, and before me, either known to me or satisfactorily proven to
Signature of Applicant Print Name The undersigned, a Notary Public in and for the certifies that the aboverthe individual whose name subscribed to the within instrument.	Date NOTARY PUBLIC he County of, in the State of named individual appeared in person, and before me, either known to me or satisfactorily proven to ment and signed the Authorization and Notification.

AFFIDAVIT OF INDIVIDUAL APPLICANT

Commonwealth of Virginia. I have read, and understand, evinformation, and belief, the information that I have provided	e) am an applicant for a sports betting employee license in the very page of this application. To the best of my knowledge, d as part of this application is accurate, complete, and not a may lead to the delay or denial of my application for a sports nal liability.
	thorizing any entity or individual that has information about me ees, agents, and vendors (collectively, "the Department"), for g license.
Virginia, and their employees, agents, and representatives, from actions that the Department or the Commonwealth of Virginia	and agree to indemnify, the Department, the Commonwealth of liability for any and all claims or legal action arising from any may take related to the collection of information from the any ection with investigating the application for a sports betting
Signature of Applicant	Date
Print Name of Applicant	
NOTARY F	PUBLIC
me or satisfactorily proven to be the individual whose Authorization and Notification.	c County of, in the State of dividual appeared in person, and before me, either known to name subscribed to the within instrument and signed the , and to which witness my hand and seal.
	Notary Public
Stamp or Seal	Printed Name
	My commission expires . 20

CERTIFICATION OF BUSINESS RELATIONSHIP

LICENSEE:	
APPLICANT:	
	(Applicant's Printed Name)
Business Agreements on behalf of listed above has received at least a conditional offer of description:	(printed name), am authorized to complete and execute(Licensee Name). The applicant of employment from the Licensee. The Applicant will have the following job
Signature of Licensee Representative	Date
Printed Name	Title
۸	IOTARY PUBLIC
, certifies that the above-n or satisfactorily proven to be the individual whose nar	for the County of, in the State of ove-named individual appeared in person, and before me, either known to me see name subscribed to the within instrument and signed the Authorization and, 20, and to which witness my hand and seal.
	Notary Public
Stamp or Seal	Printed Name
	My commission expires