# VIRGINIA LOTTERY GAMING LICENSING and INVESTIGATIONS DIVISION



# PROCEDURES MANUAL for SPORTS BETTING PERMIT HOLDER APPLICANTS

#### GENERAL INFORMATION

This procedures manual is a reference guide for applicants applying for a sports betting permit. 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. The applicant must designate an account representative to complete the online application who will also be the point-of-contact for the Department. This person should serve in the role of a Compliance Officer or similar as they will be handling confidential sensitive information for the permit holder as well as for associated principals.

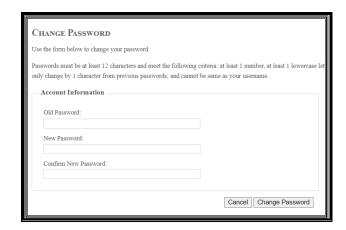
An applicant for a permit holder shall, in conjunction with the Department, identify those individuals that meet the definition of a principal. Individuals will meet the definition of a principal be required to complete a principal application. The account representative will be responsible for setting up the required principals in the licensing system. All applications must be submitted online through this automated system beginning October 15, 2020. A sample of the permit holder application can be found at <a href="www.vagamingregulations.com">www.vagamingregulations.com</a>. The account representative should refer to the procedure manual for "Account Representatives" before contacting the Virginia Lottery's Gaming Licensing and Investigations Division at (804) 692-7165 to complete that account representative designation process.

The account representative will provide you with the following documents that are required to be notarized and returned to your account representative for upload into the automated system: Authorization for Release of Information and Affidavit of Individual Applicant. These documents can also be found on pages 6 to 7 of this manual. You will also be required to give your account representative several other documents to be uploaded into the automated system. These documents can be found in the sample application at <a href="https://www.vagamingregulations.com">www.vagamingregulations.com</a>. The account representative will also provide you with the URL to access the Licensing website as well as a temporary password and username that you will use to sign into the automated system and begin the application process. Applicants will not be able to make any changes to their applications within the automated system once your application has been submitted. 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.

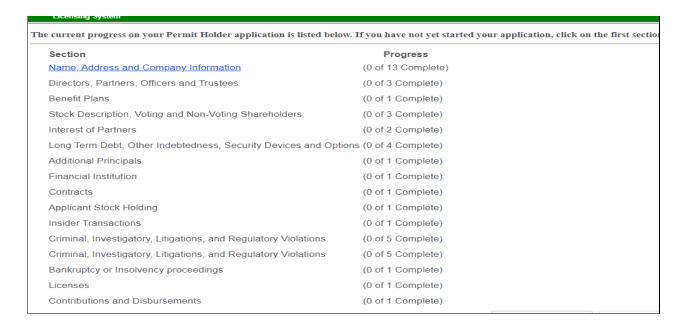
The account representative will also be responsible for providing the identified principals with the documents that are required to be notarized and the list of required documents that need to be uploaded into the licensing system. These documents can be found in the "Account Representatives" manual at www.vagamingregulations.com.

## THE APPLICATION PROCESS

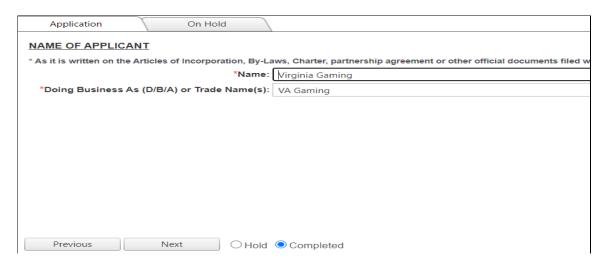
- 1. After accessing the automated system online, sign in using the username and temporary password provided by the account representative.
- 2. You will be prompted to change your password. Your new password must be 12 or more characters containing all the following: special character(s), alphabetical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



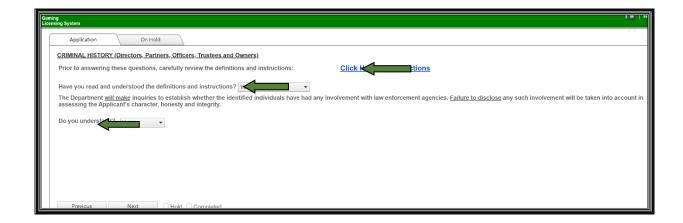
- 3. Read the "Acknowledgement and Disclosure" form and click the button to acknowledge that you understand and agree to the terms within. If you aren't clear on these terms, contact your account representative. You will not be able to proceed without acknowledging that you understand.
- 4. You will 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:



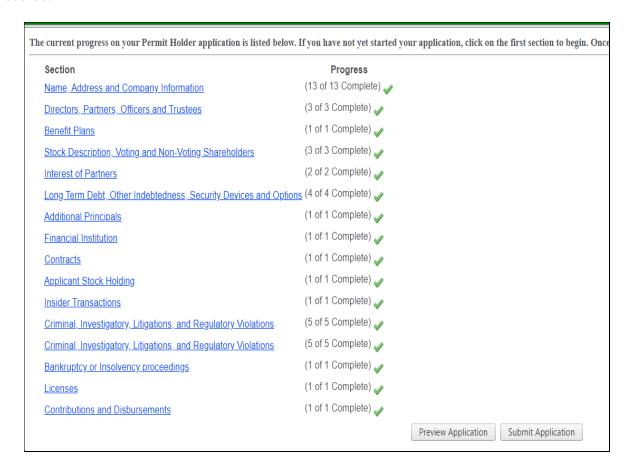
5. Simply follow the instructions when entering your information for each section:



6. When you get to the "Criminal Instructions" 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 representative 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.



### **AUTHORIZATION FOR RELEASE OF INFORMATION**

	(Applicant's Printed Name)	
	(Applicant's Printed Name)	
I am an applicant for a sports betting permit license in	the Commonwealth of Virginia.	
investigation requires the Department to collect and ever persons authorized by the Department, to: (1) verify background investigation of me; and (3) to have access	to conduct an investigation of an applicant for a sport aluate information about me. I irrevocably give consent all information provided in the license application doc to any and all information that I have provided to any other mation obtained by that other jurisdiction during the course	to the Department, as suments; (2) conduct ner jurisdiction seeking
that it requests: local, State or federal government uni	following entities to release to the Department any and alt; commercial or business enterprise; non-profit entity; in y be released in written, verbal, electronic, or any other for	ndividual; or any oth
	elease of the requested information to the Department I exo indemnify, the unit, entity, or individual that reon.	
A photo, facsimile, or electronic copy of this signed an	d dated Authorization shall be equally effective as an orig	ginal.
Signature of Applicant	Date	
Printed Name	Title	
	Title  PTARY PUBLIC	
undersigned, a Notary Public in and for t, certifies that the above factorily proven to be the individual whose name subscr	the County of, in e-named individual appeared in person, and before me, ei ibed to the within instrument and signed the Authorization	ther known to me or
undersigned, a Notary Public in and for t	the County of, in e-named individual appeared in person, and before me, ei ibed to the within instrument and signed the Authorization	ther known to me or
undersigned, a Notary Public in and for t, certifies that the above factorily proven to be the individual whose name subscr	he County of, in e-named individual appeared in person, and before me, ei ibed to the within instrument and signed the Authorizatio and to which witness my hand and seal.	ther known to me or
undersigned, a Notary Public in and for to continuous certifies that the above factorily proven to be the individual whose name subscribed day of	he County of, in e-named individual appeared in person, and before me, ei ibed to the within instrument and signed the Authorizatio and to which witness my hand and seal.	ther known to me or

### AFFIDAVIT for APPLICANT'S REPRESENTATIVE

Please read this document carefully, th	en sign and date it in ink. Please p	rint the following information:	
Applicant's Full Business Name			
Street Address	City	State	Zip
I,	(printed name), am autho	orized to complete and execute this S <sub>1</sub>	oorts Betting
Permit License Application on behalf provide all of the information requeste "the Department"), and to make the re-	ofd in this application to the Virginia	(printed name of Applicant). I a Lottery, its employees, agents, and v	m also authorized to
I have read, and understand, every pag I have provided as part of this applicat omission may lead to the delay or deni liability. I understand that providing fa suspend or revoke a license.	ion is accurate, complete, and not mal of an application for a sports bettalse or misleading information is gr	nisleading. I understand that any missing permit license and may subject mounds for the Department to reject the	representation or ne to civil or criminal is Application, or to
By a separate Authorization for Releas the Applicant to release that information betting license.			
On behalf of the Applicant and its succindemnify, the Department, the Commall claims or legal action arising from collection of information from the Applicant's qualifications for a spot A photo, facsimile, or electronic copy	onwealth of Virginia, and their emp m any actions that the Department the Applicant and the use of orts betting permit.	ployees, agents, and representatives, for the Commonwealth of Virginia that information in connection	rom liability for any and may take related to the on with investigating
Signature of Applicant		Date	
Print Name of Applicant		Title	
	NOTARY PUBLIC		
or satisfactorily proven to be the in	ies that the above named individua	of, i appeared in person, and before me, the within instrument and signed the	n the State of either known to me e Authorization and
Notification. Thisday of	, 20, and	to which witness my hand and seal.	
		Notary Public	_
Stamp or Seal		Printed Name	_
	My commi	ssion expires, 2	0

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