VIRGINIA LOTTERY GAMING LICENSING and INVESTIGATIONS DIVISION



PROCEDURES MANUAL for SPORTS BETTING PRINCIPAL ENTITY APPLICANTS

GENERAL INFORMATION

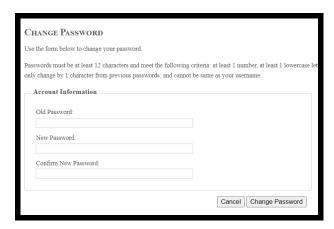
This procedures manual is a reference guide for Sports Betting Principal Entity applicants seeking licensure within the Commonwealth of Virginia. The Virginia Lottery (the "Department") intends to provide applicants with guidance on using the Department's automated system to complete the online application prior to submitting it to the Department for the appropriate due diligence.

A Principal Entity is defined as a company who, (i) owns or controls, directly or indirectly, five percent or more of the pecuniary interest in any entity that is a Permit Holder or Supplier, or (ii) has the power to vote or cause the vote of five percent or more of the voting securities or other ownership interest of such entity. The Principal Entity will need to designate an account representative to complete and submit the online application or utilize the account representative designated by the Permit Holder or Supplier. This person will be the Virginia Lottery's point-of-contact and must have the authority to make decisions on behalf of the Principal Entity applicant. The account representative should serve in the role of a Compliance Officer or similar as they will be handing sensitive confidential information. The application must be submitted online through this automated system beginning October 15, 2020. *Paper applications will not be accepted.*

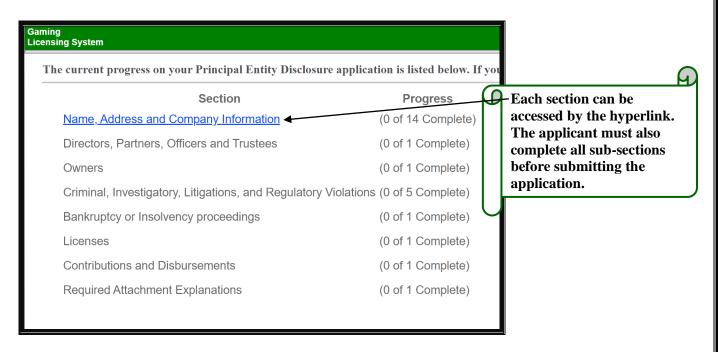
The Account Representative will provide the URL to access the automated system online. The representative will be given a username and temporary password to sign in. After completing the online application, the representative will need to upload the required supporting documents in order to complete the application submission process. Certain forms will also have to be notarized and uploaded into the system. These forms can be found on pages 6 through 8. Other documentation that needs to be uploaded can be found in the application at www.vagamingregulations.com. 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. Applicants will not be able to make any changes to their applications within the automated system once the application has been submitted.

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):

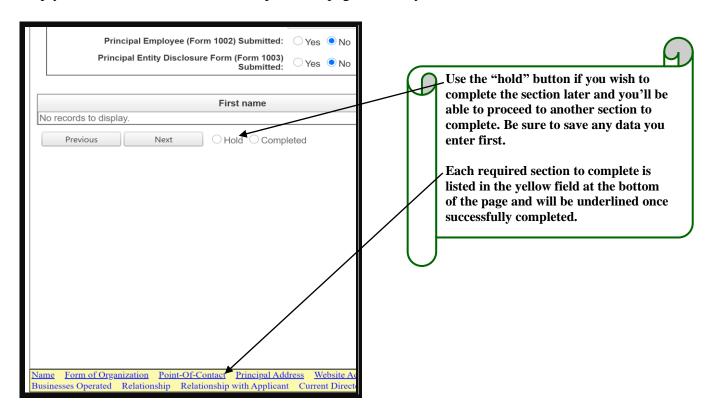


- 3. Read the "Acknowledgement and Disclosure" form and click the button to acknowledge that you understand and agree to the terms within. If you aren't clear on these terms, contact your Account Representative. You will not be able to proceed without acknowledging that you understand.
- 4. You will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

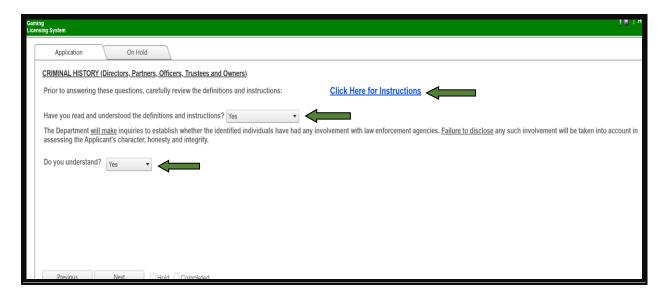


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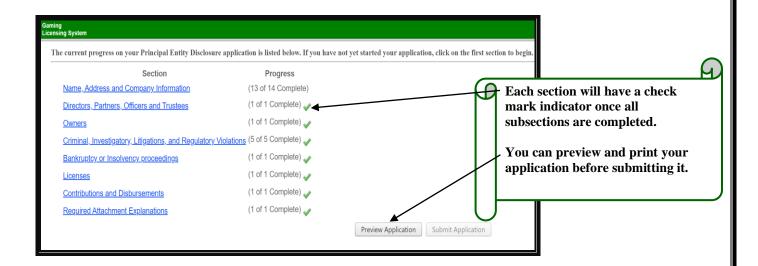
5. Simply follow the instructions at the top of each page to enter your information for each section:



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

TO:	
FROM:(Printed Name of	of Principal Entity Entity)
I am, or represent, a principal entity of an applicant for a spe	orts betting license in the Commonwealth of Virginia.
requires the Department to collect and evaluate information to the Department, and persons authorized by the Departm (2) conduct a background investigation of me, or the printinformation that I, or the principal entity that I represent, I	ation of an applicant for a sports betting license. That investigation in about the applicant's principal entities. I irrevocably give consent tent, to: (1) verify all information provided in the Disclosure Form; incipal entity that I represent; and (3) have access to any and all have provided to any other jurisdiction in the context of a gaming formation obtained by that other jurisdiction during the course of the principal entity that I represent.
about me, or the principal entity that I represent, that the	owing entities to release to the Department any and all information the Department requests: local, state or federal government unit; adividual; or any other public or private entity. The requested or any other form.
	ase of the requested information to the Department, I expressly agree to indemnify, the unit, entity, or individual that releases uthorization.
A photo, facsimile, or electronic copy of this signed and dat	ted Authorization shall be equally effective as an original.
Signature of Individual Completing Form	Date
Printed Name	Title
NOTA	ARY PUBLIC
, certifies that the above-named	the County of, in the State of d individual appeared in person, and before me, either known to me abscribed to the within instrument and signed the Authorization and
Notification. Thisday of, 20	, and to which witness my hand and seal.
	Notary Public
Stamp or Seal	Printed Name
	My commission expires

AFFIDAVIT OF REPRESENTATIVE OF PRINCIPAL ENTITY

Entity Disclosure Form on behalf of	
(collectively, "the Department"), and to make the representation requested on this F	Form to the Department, its employees, agents, and vendors entations set forth in this Affidavit.
information that I have provided on, or attached to, this any misrepresentation or omission may lead to the dela- result in the Department imposing sanctions against the	m. To the best of my knowledge, information, and belief, the Form is accurate, complete, and not misleading. I understand that y or denial of an application for a sports betting license, or may applicant, up to and including revocation of its license if it resentation or omission on this Disclosure Form may also subject minal liability.
	n, I am authorizing any entity or individual that has information the Department for purposes of its investigation of an applicant for
harmless and agree to indemnify, the Department, the representatives, from liability for any and all claims of	and assigns, I expressly waive, release, discharge, and forever hold be Commonwealth of Virginia, and their employees, agents, and relegal action arising from any actions that the Department or the ection of information from the Principal Entity and the use of that lentity.
SIGNATURE OF AUTHORIZED REPRESENTATIVE	E DATE
PRINTED NAME OF AUTHORIZED REPRESENTATI	VE TITLE
NOTAE	RY PUBLIC
, certifies that the above-nam	the County of, in the State of med individual appeared in person, and before me, either known to me subscribed to the within instrument and signed the Authorization
Thisday of, 20	0, and to which witness my hand and seal.
	Notary Public
Stamp or Seal	Printed Name
	My commission expires

ACKNOWLEGEMENT AND DISCLOSURE

I understand and acknowledge	the following:	
Commonwealth of Virginia. The betting licensee unless the De	Department to be a Principal ne Principal Entity cannot consepartment finds that the Principal P	(printed name of Principal Entity of an applicant for a sports betting operation license in the duct business with a sports betting licensee applicant or a sports neipal Entity meets the legal requirements for licensure. The required by law to conduct a background investigation of each
to determine if Principal Entition but not be limited to, information characteristics, including hone involvement with federal, state with any litigation. As a representation of the control of the cont	es meet the eligibility require mation or reports about the esty and integrity; financial se or other law enforcement age entative, I have the right to rec	to collect and evaluate various kinds of information or reports ments for licensure. The background investigation will include, e Principal Entity's: character; general reputation; personal stability; debts to State agencies; criminal records, records of encies as specified in the application, or record of involvement quest a complete and accurate disclosure of the nature and scope I Entity's rights under federal credit reporting law.
Principal Entity to evaluate th	eir eligibility for a license. I	imployees, agents or vendors, obtain this information about the acknowledge that this disclosure and authorization remain in ag the time of any video lottery operation license that may be
about the Principal Entity that	I represent, to release that info	n, I am authorizing any entity or individual that has information ormation to the Department for purposes of its investigation of a license in the Commonwealth of Virginia.
Signature	Date	Printed Name
	NOTAR	Y PUBLIC
, ce	rtifies that the above-named i	County of, in the State of ndividual appeared in person, and before me, either known to me scribed to the within instrument and signed the Authorization and
Thisday of		, and to which witness my hand and seal.
		Notary Public
Stamp or Seal		Printed Name
	M	y commission expires, 20

