



Transportation Policy for Slot Machines, Mechanical Casino Gaming Devices and Table Game Equipment

Revision 1.1

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Version: 1.1

February 15, 2022

Distributed to Slot Machine Manufactures, Transportation Contractors and Casinos

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REVISION HISTORY

Revision	Date	Name	Comments
1.0	December 21, 2021	Gina Smith	Initial Release
1.1	February 15, 2022	R. Dunkle	Securing Software in Game during shipment

** NOTIFICATION **

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1. Introduction

1.1 About This Document

This document provides information associated with the transportation of slot machines, mechanical casino gaming devices and table game equipment into or out of the Commonwealth of Virginia, or between facilities within the Commonwealth.

2. Definitions

2.1 Casino Gaming Machine

“Casino gaming machine” means an electronic or mechanical device approved by the department (hereinafter referred to as the Lottery) that a player may use to gamble without the assistance of a dealer or other casino employee.

2.2 Slot Machine

“Slot machine” means any machine or other device that:

- a. On insertion of a token, voucher, gaming ticket, coupon, or similar item, or on payment of any consideration is available to play or simulate the play of any game of chance in which the results, including the options available to the player, are randomly determined by the machine or other device; and
- b. By the element of chance, may deliver or entitle the player who operates the machine or device to receive cash, premiums, merchandise, tokens, or anything of value, whether the payout is made automatically from the device or in any other manner.
- c. Does not directly dispense money, tokens, or anything of value to winning players; and
- d. Uses an electronic credit system making the deposit of bills, coins, or tokens unnecessary.

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2.3 Table Game Equipment

“Table game equipment” means equipment that is related to the operation of table games and that is owned or leased by a facility operator and located on the casino’s premises, and includes table layouts, cards, dice, chips, shufflers, tiles, wheels, or any mechanical, electrical, or computerized device, apparatus, or supplies used to conduct a table game or designated by the department (hereinafter referred to as the Lottery) as table game equipment.

“Table game equipment” does not mean:

- a. A table or base that does not have a device that is attributable to a specific table game or is not identified with the facility operator’s logo on the layout; or
- b. An item described in subdivision (a) that is unfinished or inoperable.

2.4 Transport or Transportation

“Transport” or “transportation” means any shipping, transfer, delivery, or other movement of a slot machine, mechanical casino gaming device, or table game equipment into or out of the State, or between facilities within the State.

“Transport” or “transportation” does not include the movement of a slot machine, mechanical gaming device, or table game equipment within a casino gaming facility.

3. Regulations

3.1 Transportation and Testing of Casino Gaming Machines and Equipment

These procedures are governed by 11VAC 5-90-140- *Transportation and Testing of Casino Gaming Machines and Equipment*.

A person who transports a slot machine, mechanical casino gaming device, or table game equipment shall comply with applicable provisions of [15 U.S.C. §§1171-1178](#), commonly known as the Johnson Act.

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4. Transportation Procedures

4.1 Written Notice

Prior to transporting a slot machine, mechanical casino gaming device or table game equipment, into the Commonwealth of Virginia or between casinos, written notice shall be submitted to the Lottery utilizing the Virginia Lottery Shipment notification DocuSign form that can be found at:

<https://www.valottery.com/aboutus/casinosandsportsbetting/casinos>

under the Gaming Equipment Shipment tab. A sample of the Gaming Shipment Form is included in Appendix A and includes the following information.

- a. Name and address of person initiating transportation;
- b. Reason for transportation;
- c. Method of transportation;
- d. Name of and address of carrier;
- e. Permit number issued by the Virginia Lottery;
- f. Anticipated beginning and end dates of transportation;
- g. Name and address of destination;
- h. Name and address of manufacturer;
- i. Manufacturer's serial number;
- j. Model Number;
- k. Description

** The Lottery acknowledges that transportation of multiple machines on the same shipment is likely. A process to upload an attachment will be available as part of the DocuSign process.

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4.2 Modifications to Written Notice

Any changes to the initial shipment notification, must be immediately reported to the Virginia Lottery. This notification shall be made by completing the Virginia Lottery DocuSign Shipment Notification located at <https://www.valottery.com/aboutus/casinosandsportsbetting/casinos> under the Gaming Equipment Shipment tab. When submitting a revision, please ensure that REVISED is selected, the form is completely filled out and reason for the change is noted in the box provided.

4.3 Labeling of the Shipment

A person transporting a slot machine, mechanical casino gaming device, or table game equipment shall plainly and clearly label the package so that the name and address of the shipper and recipient, and the contents of the package, may be readily ascertained during an inspection of the outside of the package.

4.4 Security of the Shipment

The transporting of a slot machine, mechanical casino gaming device or table game equipment with software already installed, prior to transporting the gaming device the manufacturer shall seal the gaming device with a prenumbered seal.

The number on the prenumbered seal must be included in the detailed inventory sheet that is to be uploaded with the shipment request.

4.5 Delivery of the Shipment Form

Representatives from the Lottery will be present at each delivery therefore it is imperative that the Lottery be kept up to date at all times. Upon delivery of a slot machine, mechanical casino gaming device, or table game equipment, the facility to which the terminal is delivered shall promptly provide the Lottery with written notice that includes:

- a. Date the slot machine, mechanical casino gaming device, or table game equipment was received;

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- b. Date the slot machine, mechanical casino gaming device, or table game equipment will be placed into operation; and
- c. Location of the slot machine, mechanical casino gaming device, or table game on the gaming floor, in casino storage or storage in a facility other than on the casino premise.

Representatives from the Lottery and the casino will sign off on the manifest form to acknowledge that all of the equipment included on the Gaming Transportation Notification Form was delivered and received by the casino in the presence of the Lottery.

4.6 Off-Site Storage

- A. Facility operators must obtain prior approval of the Virginia Lottery if it intends to use an outside storage facility location to store slot machines, mechanical casino gaming devices or table game equipment.
- B. Outside storage facilities will required to obtain a vendor permit and demonstrate to the satisfaction of the Virginia Lottery that adequate security is in place to protect the stored gaming equipment.
- C. Facility operators may not store any slot machines, mechanical casino gaming devices or table games in an outside storage facility until the facility is issued a permit by the Virginia Lottery.

4.7 Storage of Gaming Machines

If a slot machine, mechanical casino gaming device, or table game equipment will not be placed into operation or directly onto the casino floor upon delivery to a casino gaming facility, the facility shall provide the Lottery with written notice that includes:

- a. Identification of the slot machine, mechanical casino gaming device, or table game equipment;
- b. Reason for storage;
- c. Storage facility location
- d. Permit number issued by the Lottery for the storage facility location.

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See Appendix A – Gaming Transportation Equipment Notice form sample on the following pages:

Gaming Compliance

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APPENDIX A – page 1



Virginia Lottery | Gaming Compliance
Gaming Equipment Transportation Notice

10/01/2019 04:00 PM
11/02/2019 11:00 AM

Purpose: Use this form as notice to transport a slot machine, mechanical casino gaming device or table game equipment, into or out of the Commonwealth of Virginia or between casinos within the Commonwealth. This form can be used for initial or revised shipment notifications to the Virginia Lottery, Gaming Compliance. Revised shipments must be immediately reported to the Virginia Lottery, Gaming Compliance.
Instructions: Complete this form in its entirety and submit at least five (5) days before the date of shipment to the Virginia Lottery, Gaming Compliance. If this is a revised shipment, check the Revised box, complete the form, and include the reason for the change in the Revision section. Attach an itemized equipment inventory to the application before submitting the initial or revised application.

Shipment Notification [] Initial [] Revised

Shipper's Information

Contact person initiating Gaming Equipment transportation
Name: Phone Number: Email Address:
Address: City, State and Zip Code
Reason for Transportation
Method of Transportation (select one or check other and describe)
Carrier Name, Point of Contact phone and email address
Carrier Address and City, State and Zip Code

Manufacturer's Information

Name of Manufacturer: Permit # Issued by Virginia Lottery:
Address:
Point of Contact: Phone number: email address:

Destination Information

Destination Name:
Destination Address:
Begin Date of Transportation: End Date of Transportation:

Sample Form (page 1) – For Informational Use Only

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APPENDIX A – page 2



Virginia Lottery | Gaming Compliance
Gaming Equipment Transportation Notice

VLGC-RegTrans-02/16/2022
TTVACS-90-140

Total Number of Devices in this shipment.

Upload a detailed equipment inventory spreadsheet to this application. ***If transporting slot machines with installed software, indicate the seal number on the inventory sheet.* A sample template is below. All devices listed should total the number above.

Equipment Being Shipped

Quantity	Item	Serial No.	Model No.	Seal No.**	Description
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Revised Shipment ONLY - Please upload the equipment inventory for the revised shipment

Describe the reason for the revised shipment:

Sample Form (page 2) – For Informational Use Only

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