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# INTRODUCTION

## PURPOSE

This guide was created to assist applicants in understanding the application process and complying with the Games of Chance (GOC) regulations. It provides information on where to find the most recent applications and forms related to GOC.

This document serves as a guide and does not replace or supersede the regulations. As such, it is imperative to review state statute and administrative rules prior to utilizing this packet. If additional assistance is required, please contact the Investigation and Compliance Division.

## CORRESPONDING WITH NH LOTTERY COMMISSION

When corresponding or submitting documents to the Investigation and Compliance Division, be sure that each document is filled out in full, including all organization information (i.e. organization's name, number and/or license number, email, etc.) to assure the proper handling of your request. If an application is deemed to be incomplete, illegible, or is missing correct payment, all documents will be returned, which will delay processing.

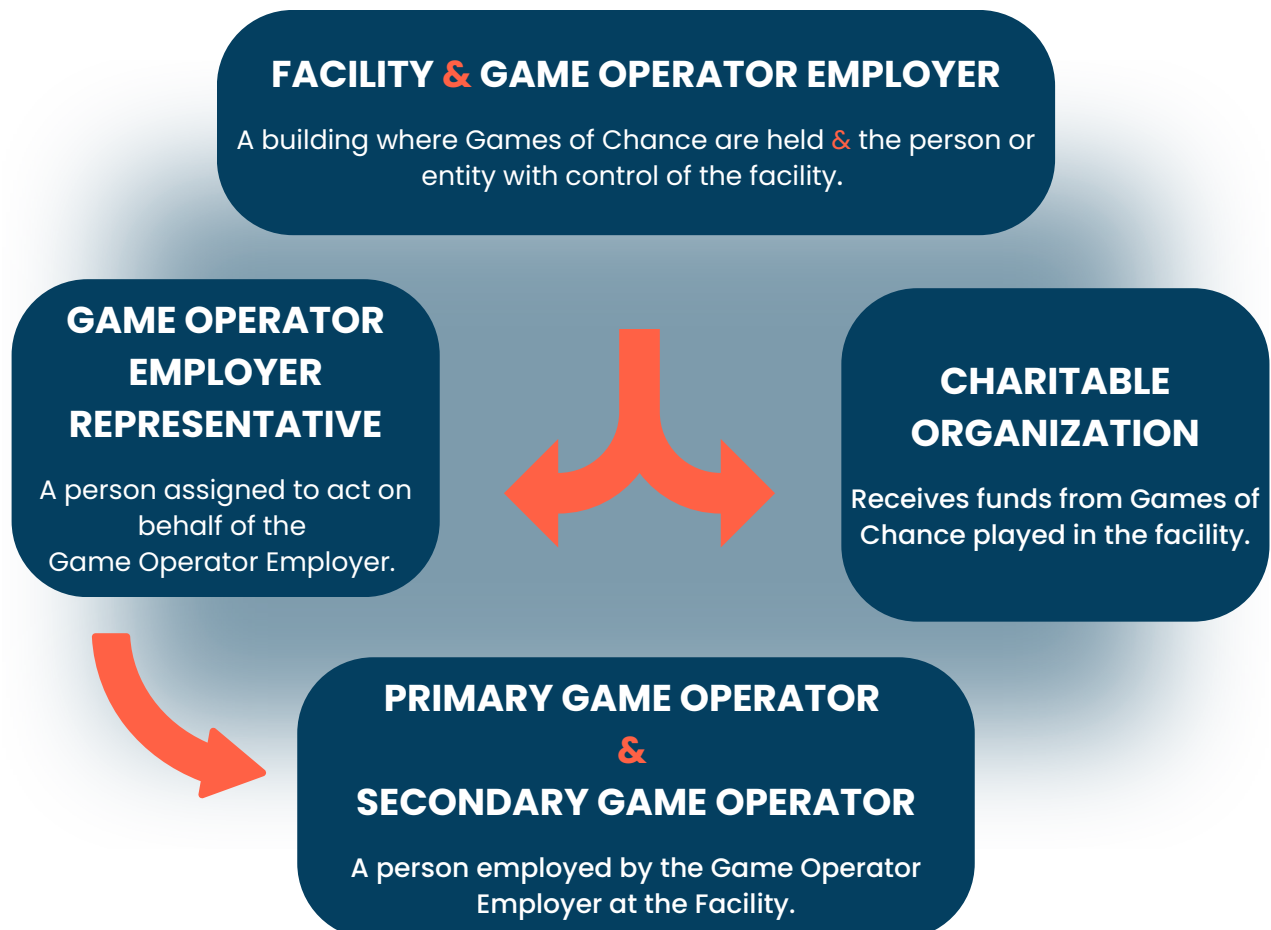
Reports and scanned documents may be emailed directly to the licensing unit at:

[licensing@lottery.nh.gov](mailto:licensing@lottery.nh.gov)

Payments, coversheets, and applications may be mailed to Investigation and Compliance at:

**NH Lottery Commission**  
**Attn: Investigation & Compliance Division**  
**14 Integra Dr.**  
**Concord, NH 03301**

## GAMES OF CHANCE FLOW CHART - VARIOUS LICENSE TYPES & THEIR RELATION



# GAMES OF CHANCE (GOC) FACILITY

## DEFINITION

Any person or entity other than a charitable organization or governmental subdivision with control of a facility, including by a written lease, at which games of chance are held for 5 or more game dates per calendar year shall be licensed.

## APPLICATION

To become a licensed Facility, the individual or entity must fill out the application, which can be found at <https://www.compliance.lottery.nh.gov/sites/g/files/ehbemt686/files/inline-documents/goc-facility-app.pdf>

## SUPPORTING DOCUMENTATION

In addition to a completed application, the following supporting documentation must be submitted with the application.

## CONTROL OF PROPERTY

- An applicant must show proof that they have the ability to offer Games of Chance at their facility by providing one of the following:
  - When the applicant is not the owner, submit a copy of the agreement which clearly indicates: (1) the applicant has control of the property, and (2) the owner is aware that Games of Chance events will be held at the Facility.
  - When the applicant is the property owner, submit a copy of the property deed.
  - When the applicant is an entity, submit proof that the signor has authority to submit the application.

## CRIMINAL BACKGROUND CHECK

- When the application is being submitted by either the property manager or the primary owner of the property, a background and criminal record check is required for:
  - Each owner, partner or trustee holding 10 percent or more ownership interest in the underlying business; or
  - In the case of a corporation, each officer, director, or shareholder holding more than 10% of the stock; or
  - In the case of a limited liability company, each manager or member.
- When the application is being submitted by the lessor of the property with authority and oversight responsibilities of the facility, a background and criminal record check is required for:
  - Each owner, partner or trustee holding 10 percent or more ownership interest in the underlying business; or
  - In the case of a corporation, each officer, director, or shareholder holding more than 10% of the stock; or
  - In the case of a limited liability company, each manager or member.

**Individuals who meet the criteria above must submit ONE of the following options:**

## STATE POLICE PORTAL

- Copy of email confirmation that is sent to your email after you have made your appointment. Email confirmation must include your name, date of birth, confirmation #, appointment time, appointment date and appointment location.

## FINGERPRINT CARD OR LIVSCAN

- A completed and notarized Criminal Records Release Authorization Form authorizing the release of the applicant's criminal history record to NH Lottery.
- A complete set of fingerprints taken by a qualified law enforcement agency, as follows:
  - If fingerprints are digitally captured (preferred method), submit the Livescan Site Form; or
  - If fingerprints are captured via ink impressions, submit the FBI FD-258 fingerprint card;
- Payment in the form of a check or money order, payable to the "State of NH – Criminal Records". For current charges, contact the NH State Police Criminal Records Unit.

## FEE

\$250 (NH Lottery Commission accepts check or money order for licensing fees).

## LICENSE LENGTH

Licenses expire 3 years after being issued, provided that the licensee annually file a renewal application no later than December 31st (see page 7).

# GAME OPERATOR EMPLOYER (GOE)

## DEFINITION

Any person or entity other than a charitable organization that employs primary or secondary game operators.

## APPLICATION

To become a licensed Game Operator Employer (GOE), the individual or entity must fill out a license application, which can be found at <https://www.compliance.lottery.nh.gov/sites/g/files/ehbemt686/files/inline-documents/game-operator-employer-app.pdf>

## SUPPORTING DOCUMENTATION

In addition to a completed application, the following supporting documentation must be submitted with the application.

- Badge Request Form for the Game Operator Employer Representative.
- A photograph of the individual acting as the Game Operator Employer Representative that meets the requirements found in Lot 7206.09, which mirror the requirements of a passport photo.
- A Surety Bond, obtained in accordance with RSA 287-D:8, VII, for each location where the GOE is conducting games of chance. The amount of the bond must be between \$50,000 and \$1,000,000 as established by the Investigation & Compliance Division and based on the applicants anticipated outstanding obligations to the charities and the state. Contact the Licensing Unit for a bond template that can be used for this purpose.
- A description of the gaming area that complies with the requirements of Lot 7206.05.
- Copies of any house rules that comply with the requirements of Lot 7206.06.
- A copy of the game operator employer's internal controls with a written statement signed by the licensee's chief financial officer, and the individual acting as the game operator employer attesting that the internal controls satisfy Lot 7206.08.

## CRIMINAL BACKGROUND CHECK

A criminal background check is required of:

- Each owner, partner or trustee holding 10 percent or more ownership interest in the underlying business; or
- In the case of a corporation, each officer, director, or shareholder holding more than 10% of the stock; or
- In the case of a limited liability company, each manager or member.

**Individuals who meet the criteria above must submit ONE of the following options:**

### STATE POLICE PORTAL

- Copy of email confirmation that is sent to your email after you have made your appointment. Email confirmation must include your name, date of birth, confirmation #, appointment time, appointment date and appointment location.

### FINGERPRINT CARD OR LIVESCAN

- A completed and notarized Criminal Records Release Authorization Form authorizing the release of the applicant's criminal history record to NH Lottery.
- A complete set of fingerprints taken by a qualified law enforcement agency, as follows:
  - If fingerprints are digitally captured (preferred method), submit the Livescan Site Form; or
  - If fingerprints are captured via ink impressions, submit the FBI FD-258 fingerprint card.
- Payment in the form of a check or money order, payable to the "State of NH – Criminal Records". For current charges, contact the NH State Police Criminal Records Unit.

## FEE

\$750 Application Fee

\$10 Badge Fee

(NH Lottery Commission accepts check or money order for licensing fees).

## LICENSE LENGTH

Licenses expire 3 years after being issued, provided that the licensee annually file a renewal application no later than December 31st (see page 7).

# MULTI-JURISDICTIONAL PERSONAL HISTORY DISCLOSURE FORM

A multi-jurisdictional application is required by the attorney general in order to conduct the suitability review required by RSA 287-D:11. This application and supporting documentation must be submitted to a secure file portal, which an applicant will gain access to once the Facility and Game Operator Employer applications have been received and reviewed.

## APPLICATION

To begin the suitability determination process, the individual or entity must complete the license application, which can be found at <https://www.compliance.lottery.nh.gov/sites/g/files/ehbemt686/files/inline-documents/sonh/multi-jurisdictional-form.pdf>

An application and organization chart must be submitted for the entity itself.

An application must be submitted for each of the following individuals:

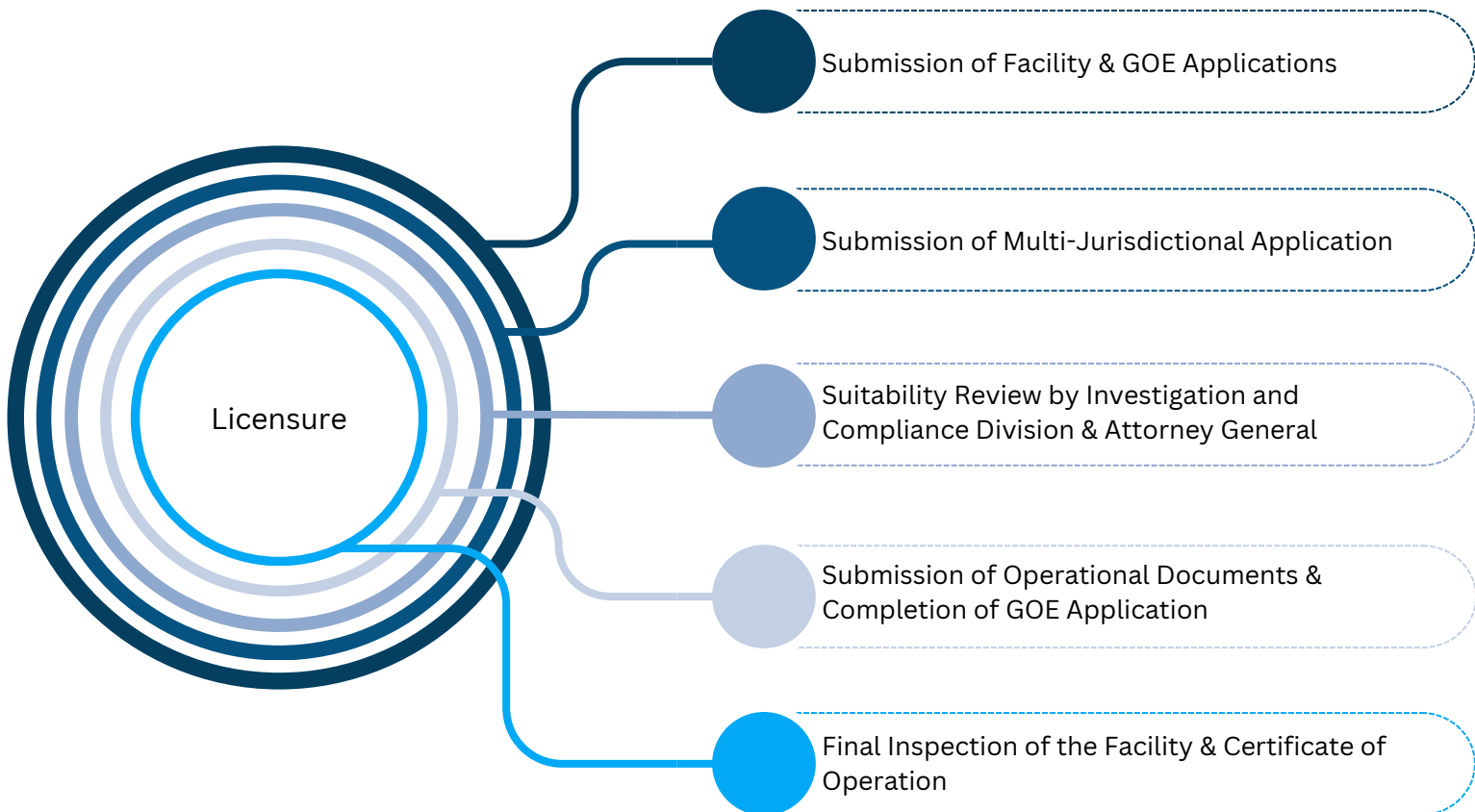
- Any Owner, partner, or trustee of the underlying business,
- In the case of a corporation, each officer, director, key employee, or shareholder holding more than 10% of the stock.
- In the case of a limited liability company, each manager or member.

## SUPPORTING DOCUMENTATION

In addition to the completed form, each individual noted above must also provide the following documents:

- Three years of tax returns.
- A credit report that is not more than 3 months old.

*\*APPLICATION(S) AND ALL SUPPORTING DOCUMENTATION MUST BE UPLOADED TO THE NEW HAMPSHIRE SECURE FILE TRANSFER WEBSITE. USERNAME/PASSWORD WILL BE RECEIVED ONCE FACILITY AND GOE APPLICATIONS AND FEES HAVE BEEN RECEIVED AND PROCESSED\**



# PRIMARY GAME OPERATOR (PGO)

## DEFINITION

A Primary Game Operator License is needed for any person involved in conducting, managing, supervising, directing, or running games of chance; including, but not limited to, gambling operation managers and assistant managers, managers and supervisors of security employees, pit bosses, shift bosses, credit executive, and cashier operations supervisors.

## APPLICATION

To become a licensed Primary Game Operator (PGO) the individual must fill out the license application, which can be found at <https://www.compliance.lottery.nh.gov/sites/g/files/ehbemt686/files/inline-documents/primary-game-operator.pdf>.

## SUPPORTING DOCUMENTATION

In addition to the completed form the individual must provide the following documents:

- A photograph that meets the requirements found in Lot 7206.09, which mirror the requirements for a passport photo.
- A Badge Request Form for each room where you will be working.

## CRIMINAL BACKGROUND CHECK

SUBMIT ONE OF THE FOLLOWING OPTIONS:

- State Police Portal
  - Copy of email confirmation that is sent to your email after you have made your appointment. Email confirmation must include your name, date of birth, confirmation #, appointment time, appointment date and appointment location.
- Fingerprint Card or Livescan
  - A completed and notarized Criminal Records Release Authorization Form authorizing the release of the applicant's criminal history record to NH Lottery.
  - A complete set of fingerprints taken by a qualified law enforcement agency, as follows:
    - If fingerprints are digitally captured (preferred method), submit the Livescan Site Form.
    - If fingerprints are captured via ink impressions, submit the FBI FD-258 fingerprint card.
  - Payment in the form of a check or money order, payable to the "State of NH – Criminal Records". For current charges, contact the NH State Police Criminal Records Unit.

## FEE

\$100 Application Fee (NH Lottery Commission accepts check or money order for licensing fees).

## LICENSE LENGTH

The Primary Game Operator license shall expire on the last day of the month of the licensee's birthday 3 years after it is issued, provided that the licensee annually complete and submit a renewal form and pay the required fee (see page 7).

# SECONDARY GAME OPERATOR (SGO)

## DEFINITION

A Secondary Badge is needed for any person involved in dealing, running a roulette wheel, handling chips, or providing accounting services or security functions; including any person with job functions or responsibilities that require the person to watch over, protect, handle, use, maintain, or otherwise hold responsibility over gaming cash, revenue, supplies or devices.

This includes individuals in the back office and anyone that has access to gaming systems, chips, tokens, or playing cards, or who has the ability to access or make changes to the gaming operations accounting system, player tracking system, gaming system records, or cash and accounting records.

## APPLICATION

To become a licensed Secondary Game Operator (SGO), the individual must fill out the license application, which can be found at:

<https://www.compliance.lottery.nh.gov/sites/g/files/ehbemt686/files/inline-documents/secondary-game-operator.pdf>

## SUPPORTING DOCUMENTATION

In addition to the completed form the individual must provide the following documents:

- A photograph that meets the requirements found in Lot 7206.09, which mirror the requirements for a passport photo.
- A badge request form for each room where you will be working.

## CRIMINAL BACKGROUND CHECK

SUBMIT ONE OF THE FOLLOWING OPTIONS:

- State Police Portal
  - Copy of email confirmation that is sent to your email after you have made your appointment. Email confirmation must include your name, date of birth, confirmation #, appointment time, appointment date and appointment location.
- Fingerprint Card or Livescan
  - A completed and notarized Criminal Records Release Authorization Form authorizing the release of the applicant's criminal history record to NH Lottery.
  - A complete set of fingerprints taken by a qualified law enforcement agency, as follows:
    - If fingerprints are digitally captured (preferred method), submit the Livescan Site Form.
    - If fingerprints are captured via ink impressions, submit the FBI FD-258 fingerprint card.
  - Payment in the form of a check or money order, payable to the "State of NH – Criminal Records". For current charges, contact the NH State Police Criminal Records Unit.

## FEE

\$30 Application Fee (NH Lottery Commission accepts check or money order for licensing fees).

## LICENSE LENGTH

The Primary Game Operator license shall expire on the last day of the month of the licensee's birthday 3 years after it is issued, provided that the licensee annually complete and submit a renewal form and pay the required fee (see page 7).

## BADGE REQUEST FORM

A licensee who works for more than one game operator employer during the licensed period must have a separate badge for each game operator employer and pay a separate fee for each badge.

### APPLICATION

The individual must fill out the required form, which can be found at <https://www.compliance.lottery.nh.gov/sites/g/files/ehbemt686/files/inline-documents/badge-request-form.pdf>

### FEE

\$10 Application Fee

\$10 Provisional (Temporary) Badge Fee, if applicable.

(NH Lottery Commission accepts check or money order for licensing fees).

### LICENSE LENGTH

Badges shall expire on the last day of the month of the licensee's birthday 3 years after it is issued, provided that the licensee annually complete and submit a renewal form and pay the required fee.

## GAME OPERATOR (PGO & SGO) RENEWAL

Licensees must annually file a renewal application no later than the last day of the month of licensee's birthday.

### APPLICATION

The individual must fill out the required renewal form, which can be found at <https://www.compliance.lottery.nh.gov/sites/g/files/ehbemt686/files/inline-documents/operator-renewal.pdf>

### FEE

\$30 Secondary Game Operator Renewal Fee

\$100 Primary Game Operator Renewal Fee

(NH Lottery Commission accepts check or money order for licensing fees).

## GAME OPERATOR EMPLOYER (GOE) RENEWAL

Licensees must file a renewal no later than the last day of the calendar year.

### APPLICATION

A renewal application is in development.

### FEE

\$750 (NH Lottery Commission accepts check or money order for licensing fees).

## GAMES OF CHANCE (GOC) FACILITY RENEWAL

Licensees must file a renewal no later than the last day of the calendar year.

### APPLICATION

A renewal application is in development.

### FEE

\$250 (NH Lottery Commission accepts check or money order for licensing fees).



# CHARITABLE ORGANIZATION

## DEFINITION

A charitable organization is any bona fide religious, charitable, civic, veterans, fraternal, or church organization, including police and firemen organizations and houses of worship which shall have been registered with the NH Secretary of State for at least one year and in existence and organized under the laws of this state for at least one year in a town or city in this state.

## ELIGIBILITY REQUIREMENTS

Charitable Organizations must be considered eligible by our office. To be considered eligible a charitable organization must be registered and in good standing with the following:

1. IRS - must be tax-exempt under 501(c)(3), (4), (7), (8), (10), or (19) and not appear on the IRS Auto-Revocation list.
2. Secretary of State - must be a domestic non-profit for at least 1 year before the game dates.
3. Charitable Trust Unit - applies to IRS 501(c)(3) ruling only.

## CHARITABLE ORGANIZATION ELIGIBILITY DETERMINATION APPLICATION

Once an organization has met these requirements they may fill out and submit a Charitable Organization Eligibility Determination Application. This application can be found on our website under Applications & Forms at fill out and submit a Charitable Organization Eligibility Determination Application. This application can be found on our website under Applications & Forms at [www.compliance.lottery.nh.gov](http://www.compliance.lottery.nh.gov).

Applicants can find an educational PowerPoint on the website, under Resources & Guidance that will walk them through filling out this application.

## APPLICATION

The organization must fill out the license application, which can be found at [https://www.compliance.lottery.nh.gov/sites/g/files/ehbemt686/files/inline-documents/charitable-organization-eligibility-determination\\_0.pdf](https://www.compliance.lottery.nh.gov/sites/g/files/ehbemt686/files/inline-documents/charitable-organization-eligibility-determination_0.pdf)

## SUPPORTING DOCUMENTATION

In addition to the Eligibility Determination Application, organizations must submit a Standard Agreement, which is a legal agreement between the charity and the Game Room. This document will be provided to the charity by the Game Room.

## FEE

\$50 Application Fee (NH Lottery Commission accepts check or money order for licensing fees).

## LICENSE LENGTH

All licenses expire on December 31st. A license authorizes a charitable organization to participate in up to 10 game dates per year.

# FINANCIAL REPORTING

## MONTHLY FINANCIAL REPORTS (MFRS)

A licensed game operator employer under contract to conduct games of chance on behalf of a charitable organization shall prepare and submit the financial reports required within 15 days of the end of each month during which a game of chance was held.

## FORM

The GOC/HHR Monthly Financial Report and instructions can be located at:

[https://www.compliance.lottery.nh.gov/sites/g/files/ehbemt686/files/inline-documents/goc-hhr-mfr\\_0.xlsx](https://www.compliance.lottery.nh.gov/sites/g/files/ehbemt686/files/inline-documents/goc-hhr-mfr_0.xlsx)

## SUBMISSION INSTRUCTIONS

Monthly Financial Reports must be emailed to the Investigation & Compliance Division Licensing Units email address (licensing@lottery.nh.gov) no later than the 15th day of the month.

State Revenue Invoices including payment must be mailed to the Investigation and Compliance Division no later than the 15th day of the month.

**NH LOTTERY COMMISSION  
ATTN: INVESTIGATION & COMPLIANCE DIVISION  
14 INTEGRA DR.  
CONCORD, NH 03301**

For more information about completing this form, please refer to the instructions that accompany the form on the website.

MONTH LICENSED	DUE DATE
JANUARY	FEBRUARY 15
FEBRUARY	MARCH 15
MARCH	APRIL 15
APRIL	MAY 15
MAY	JUNE 15
JUNE	JULY 15
JULY	AUGUST 15
AUGUST	SEPTEMBER 15
SEPTEMBER	OCTOBER 15
OCTOBER	NOVEMBER 15
NOVEMBER	DECEMBER 15
DECEMBER	JANUARY 15