



NEW HAMPSHIRE
LOTTERY COMMISSION

**GAMES OF CHANCE (GOC)
PGO/SGO APPLICATION**

OFFICIAL USE ONLY
Check #: _____
Amount: _____

1. LICENSE TYPE
(Select One)

Primary Game Operator
 Secondary Game Operator

LICENSE REQUIREMENTS

- Primary Game Operator:
- 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.
- Secondary Game Operator:
- 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 could access or make changes to the gaming operations accounting system, player tracking system, gaming system records, or cash and accounting records.

2. APPLICANT INFORMATION

Full Legal Name: _____
First
Middle
Last

Mailing Address: _____
Street
City
State
Zip Code

Phone: _____ E-Mail: _____

Date of Birth: _____

ATTESTATION

I certify that I have not been convicted, in any jurisdiction, of a felony within the last 10 years, or a misdemeanor involving falsehood or dishonesty within the last 5 years, which has not been annulled by a court, nor have I violated any statutes or rules governing charitable gambling.

I further certify, under penalty of unsworn falsification pursuant to RSA 641:3, that the information provided on this application is true, accurate and complete and that there are no willful misrepresentations in, or falsifications of the information provided herein.

Signature
Date

A. LICENSURE PERIOD

Licenses expire 3 years after being issued, provided that the licensee annually file a “Games of Chance (GOC) PGO/SGO Renewal” form, by the last day of their birth month.

The licensee shall immediately notify the commission in the event the licensee is subject to arrest or conviction of any criminal offense.

PGO/SGO Licenses expire on the last day of the applicant’s birth month.

B. LICENSE FEE

Include a payment of:

- \$100.00 for a Primary Game Operator or
- \$30.00 for a Secondary Game Operator.

Checks and or money orders should be made payable to “NH LOTTERY COMMISSION”.

PLEASE NOTE: This payment does not include the \$10.00 badge fee. You must file a badge request form and \$10.00 fee for each room where you will be working.

C. RELEASE OF CRIMINAL HISTORY RECORDS

IN-STATE applicants

- a) Use the NH Department of Safety – Criminal Records Portal <https://services.dos.nh.gov/chri/cpo/>
- b) Select “Licensing of Game Operators” and “NH Lottery”
- c) Pay \$48.25 online with a credit/debit card.

OUT-OF-STATE applicants

- a) Obtain fingerprints at any available location in the State in which you live. Livescan or inked fingerprint cards are acceptable. Livescan is a digital capture of fingerprint impressions with a lower rate of rejection from the FBI. Out of state Livescans are accepted only if the fingerprints are also scanned onto a card. All fingerprint cards must be filled in completely.
 - I. If fingerprints are digitally captured, submit a copy of the “Applicant Livescan Site Form”.
 - II. If fingerprints are captured via ink impressions, submit the FBI FD-258 fingerprint card issued by the NH State Police.
- b) Submit a “Criminal Records Release Authorization” Form (05/2017)
- c) Submit a check or money order payable to: State of NH-Criminal Records for the fee of \$48.25.
- d) All three requirements should be submitted with the application. Failure to do so will result in the application being returned.

D. INCLUDE PHOTOGRAPH

Include with the application a photograph that meet the requirements found in Lot 1200, which mirror the requirements for a passport photo as found at:

<http://travel.state.gov/content/passports/english/passports/photos/photos.html>

**INSTRUCTIONS FOR COMPLETING A GAMES OF CHANCE (GOC)
PGO/SGO APPLICATION**

E. SUBMITTING THE APPLICATION

Please submit the completed application with payment to:

NEW HAMPSHIRE LOTTERY COMMISSION
ATTN: INVESTIGATION & COMPLIANCE DIVISION
14 INTEGRA DR, CONCORD, NH 03301

If application is deemed to be incomplete, illegible, or is missing correct payment, all documents will be returned, which will delay processing.

F. QUESTIONS OR CONCERNS

Questions regarding this application? Contact the NH Lottery Investigation & Compliance Division by phone at (603)271-7613, by email at licensing@lottery.nh.gov or visit our website at www.compliance.lottery.nh.gov for more information.