

NEW HAMPSHIRE LOTTERY COMMISSION

INVESTIGATION & COMPLIANCE DIVISION



LICENSING WELCOME PACKET FOR NEW OPERATORS OF GAMES OF CHANCE

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WELCOME INTRODUCTION LETTER

Welcome and thank you for your interest in becoming a licensed gaming operator in New Hampshire! I'm sending this Welcome Packet to help guide you through the first steps in becoming a new operator. This packet includes important deadlines, a contact list, and the forms you will need to complete the process.

We ask that you pay close attention to the important deadlines indicated in each section of the packet, as each application and form has a different due date. If you choose to move forward with opening up a game room, the first applications that will need to be completed are the GOC Facility License and Game Operator Employer applications. Once these applications have been received, I will contact you in regards to what is next.

Please note, that this Welcome Packet should only be used as a guide to help you through the steps of licensure. There may be additional requirements requested from our audit and compliance departments. Some of these requirements include attorney general investigations, internal control procedures, game procedures, video surveillance, and auditing suggestions.

Please do not hesitate to call if you have any questions going through this Welcome Packet. I will be available to answer any questions you may have. Once again, thank you for your interest in becoming a licensed gaming operator and I look forward to hearing from you.

Sincerely,



Tonya Walsh
Investigation & Compliance Division
Licensing Supervisor

GOC FACILITY LICENSE



This is number 1 of the 2 applications you will need to submit to get started. A GOC Facility License is required for any person or entity, other than a charitable organization or government subdivision, with a facility at which Games of Chance are held on 5 or more days within a calendar year.

APPLICATION:

Application can be found at: <https://www.racing.nh.gov/licensing/games-chance/documents/fl-facility-application.pdf>

SUPPORTING DOCUMENTATION:

- When the applicant is the property owner, submit a copy of the property deed.
- When the applicant is not the property owner, submit a copy of the agreement which clearly indicates the following:
 - The applicant has control of the property; and
 - The owner is aware that Games of Chance events will be held at the facility.
- When the applicant is an entity (Ex: LLC, Corp., Inc.), submit proof that the signor has authority to submit the application.

SUBMISSION OF CRIMINAL BACKGROUND DOCUMENTS:

When the application is being submitted by either the property owner or the primary owner of the property, the following individuals are subject to a criminal background check:

- Each owner, partner or trustee holding 10% of 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, the following individuals are subject to a criminal background check:

- Each owner, partner or trustee holding 10% of 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 (*scheduled an appointment online*)

- 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.

OR

FINGERPRINTING LOCATION (*did not schedule an appointment online*)

- Completed "Criminal Records Release Authorization" form (05/2017);
- Complete set of fingerprints captured by a qualified law enforcement agency;
 - If fingerprints are digitally captured, submit a copy of the "Applicant Livescan Site Form".
 - If fingerprints are captured via ink impressions, submit the FBI FD-258 fingerprint card issued by the NH State Police.
- Payment in the form of a check or money order made payable to "State of NH-Criminal Records". For current charges, contact the NH State Police Criminal Records Unit at (603)223-3867, or visit their website at <https://www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/>.

LICENSE FEE:

\$250.00 (NH Lottery Commission accepts cash, check or money order for licensing fees.)

LICENSE LENGTH:

1 calendar year (January 1 – December 31)

APPLICATION AND ALL SUPPORTING DOCUMENTATION SHOULD BE MAILED TO:

NH LOTTERY COMMISSION

14 INTEGRA DRIVE CONCORD, NH 03301

GAME OPERATOR EMPLOYER LICENSE



This is number 2 of the 2 applications you will need to submit to get started. This application goes hand in hand with your GOC Facility license.

APPLICATION:

Application can be found at: <https://www.racing.nh.gov/licensing/gameschance/documents/go-employer-application.pdf>

SUPPORTING DOCUMENTATION:

- Completed page 3 of the game operator employer application for each of the following:
 - Each owner, partner or trustee holding 10% of 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.
- Passport sized photograph of individual acting as the point of contact for the Game Operator Employer (x2);
- Surety bond, obtained in accordance with RSA 287-D:8,VII, for each location where the game operator employer will be conducting games of chance. Bond obligee **MUST** be "NH LOTTERY COMMISSION". The amount of the bond shall be between \$25,000.00 and \$500,000.00, as established by the NH Lottery's Investigation & Compliance Division based on the applicant's anticipated outstanding obligations of charity payments and state taxes;

- Letter of good standing from the Department of Revenue Administration;
- 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;
- 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; and
- Criminal background documents for each of the following (see section below for a detailed description regarding criminal backgrounds):
 - Each owner, partner or trustee holding 10% of 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.

SUBMISSION OF CRIMINAL BACKGROUND DOCUMENTS:

The following individuals are subject to a criminal background check:

- Each owner, partner or trustee holding 10% of 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 (*scheduled an appointment online*)

- 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.

OR

FINGERPRINTING LOCATION (*did not schedule an appointment online*)

- Completed "Criminal Records Release Authorization" form (05/2017);
- Complete set of fingerprints captured by a qualified law enforcement agency;
 - If fingerprints are digitally captured, submit a copy of the "Applicant Livescan Site Form".

- If fingerprints are captured via ink impressions, submit the FBI FD-258 fingerprint card issued by the NH State Police.
- Payment in the form of a check or money order made payable to “State of NH-Criminal Records”. For current charges, contact the NH State Police Criminal Records Unit at (603)223-3867, or visit their website at <https://www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/>.

LICENSE FEE:

\$760.00 (NH Lottery Commission accepts cash, check or money order for licensing fees.)

LICENSE LENGTH:

1 calendar year (January 1 – December 31)

**APPLICATION AND ALL SUPPORTING DOCUMENTATION SHOULD BE MAILED TO:
NH LOTTERY COMMISSION
14 INTEGRA DRIVE CONCORD, NH 03301**

PRIMARY GAME OPERATOR LICENSE



APPLICATION:

Application can be found at: <https://www.racing.nh.gov/licensing/gameschance/documents/go-primary-operator-application.pdf>

SUPPORTING DOCUMENTATION:

- Passport sized photograph (x2); and
- Criminal background documents (see section below for a detailed description regarding criminal backgrounds).

SUBMISSION OF CRIMINAL BACKGROUND DOCUMENTS:

Applicants must submit **ONE** of the following options:

STATE POLICE PORTAL (scheduled an appointment online)

- 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.

OR

FINGERPRINTING LOCATION (*did not schedule an appointment online*)

- Completed "Criminal Records Release Authorization" form (05/2017);
- Complete set of fingerprints captured by a qualified law enforcement agency;
 - If fingerprints are digitally captured, submit a copy of the "Applicant Livescan Site Form".
 - If fingerprints are captured via ink impressions, submit the FBI FD-258 fingerprint card issued by the NH State Police.
- Payment in the form of a check or money order made payable to "State of NH-Criminal Records". For current charges, contact the NH State Police Criminal Records Unit at (603)223-3867, or visit their website at <https://www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/>.

LICENSE FEE:

\$510.00 (NH Lottery Commission accepts cash, check or money order for licensing fees.)

LICENSE LENGTH:

Date of issued to last day of birth month

APPLICATION AND ALL SUPPORTING DOCUMENTATION SHOULD BE MAILED TO:

NH LOTTERY COMMISSION

14 INTEGRA DRIVE CONCORD, NH 03301

SECONDARY GAME OPERATOR LICENSE



APPLICATION:

Application can be found at: <https://www.racing.nh.gov/licensing/games-chance/documents/go-secondary-operator-appl.pdf>

SUPPORTING DOCUMENTATION:

- Passport sized photograph (x2); and
- Criminal background documents (see section below for a detailed description regarding criminal backgrounds).

SUBMISSION OF CRIMINAL BACKGROUND DOCUMENTS:

Applicants must submit **ONE** of the following options:

STATE POLICE PORTAL (*scheduled an appointment online*)

- 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.

OR

FINGERPRINTING LOCATION (*did not schedule an appointment online*)

- Completed "Criminal Records Release Authorization" form (05/2017);
- Complete set of fingerprints captured by a qualified law enforcement agency;
 - If fingerprints are digitally captured, submit a copy of the "Applicant Livescan Site Form".
 - If fingerprints are captured via ink impressions, submit the FBI FD-258 fingerprint card issued by the NH State Police.
- Payment in the form of a check or money order made payable to "State of NH-Criminal Records". For current charges, contact the NH State Police Criminal Records Unit at (603)223-3867, or visit their website at <https://www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/>.

LICENSE FEE:

\$40.00 (NH Lottery Commission accepts cash, check or money order for licensing fees.)

LICENSE LENGTH:

Date of issued to last day of birth month

APPLICATION AND ALL SUPPORTING DOCUMENTATION SHOULD BE MAILED TO:

**NH LOTTERY COMMISSION
14 INTEGRA DRIVE CONCORD, NH 03301**

CHARITABLE ORGANIZATION LICENSE



APPLICATION:

Application can be found at: <https://www.racing.nh.gov/licensing/gameschance/documents/co-application.pdf>

SUPPORTING DOCUMENTATION:

- Documentation of registration with the New Hampshire Secretary of State, that includes the registration number, and indicates that the organization has been registered to do business in New Hampshire for at least 1 year. For more information contact the New Hampshire Secretary of State's Corporate Division, or go to http://sos.nh.gov/Corp_Div.aspx;

- Documentation confirming the organization's federal tax-exempt status. Such documentation must indicate the 501(c) category that the organization falls under;
- If the organization is required by RSA 7:19 - 32-b to register with the NH Department of Justice's Charitable Trust Unit, a copy of the organizations certificate of registration or similar documentation that confirms registration and includes the organization's registration number. For more information, contact the Charitable Trust Unit, or go to <http://doj.nh.gov/charitable-trusts/>;
- A letter that describes the organization's charitable purpose that meets the requirements on the charitable organization application;
- A current list of all members that meets the requirements on the charitable organization application;
- A copy of the organization's proposed Game Schedule;
- Copy of the Standard Agreement between the Operator and the Charity. Agreement can be found here: https://www.racing.nh.gov/licensing/games-chance/documents/go-standard_agreement.pdf;
- Letter from the treasurer designating any individuals besides themselves (if any) to handle any and all monetary transactions related to Games of Chance; and
- Criminal background documents for all individuals that will be handling monetary transactions (see section below for a detailed description regarding criminal backgrounds).

SUBMISSION OF CRIMINAL BACKGROUND DOCUMENTS:

All individuals who will be "handling monetary transactions" must submit **ONE** of the following options:

STATE POLICE PORTAL (*scheduled an appointment online*)

- 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.

OR

FINGERPRINTING LOCATION (*did not schedule an appointment online*)

- Completed "Criminal Records Release Authorization" form (05/2017);
- Complete set of fingerprints captured by a qualified law enforcement agency;

- If fingerprints are digitally captured, submit a copy of the “Applicant Livescan Site Form”.
- If fingerprints are captured via ink impressions, submit the FBI FD-258 fingerprint card issued by the NH State Police.
- Payment in the form of a check or money order made payable to “State of NH-Criminal Records”. For current charges, contact the NH State Police Criminal Records Unit at (603)223-3867, or visit their website at <https://www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/>.

LICENSE FEE:

\$25.00-\$250.00 - \$25.00 per game date, max 10 game dates per charity

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

LICENSE LENGTH:

1 calendar year (January 1 - December 31)

APPLICATION AND ALL SUPPORTING DOCUMENTATION SHOULD BE MAILED TO:

NH LOTTERY COMMISSION

14 INTEGRA DRIVE CONCORD, NH 03301

FINANCIAL REPORTING

MONTHLY FINANCIALS & STATE REVENUE

Game Operator Employers are responsible for the submission of Monthly Financial Reports and State Revenue Invoices. The financial reports show the breakdown totals for each licensed charity by month.

Monthly Financial Reporting workbook and State Revenue Invoice can be found at:

<https://www.racing.nh.gov/forms-pubs/financial-state.htm>

SUBMISSION DETAILS:

- Monthly Financial Reports **must be emailed** to the Investigation & Compliance Division Licensing Departments email address no later than the 15th day of the month following the game date. Licensing Departments Email: licensing@lottery.nh.gov
- State Revenue Invoices including payment must be mailed to the NH Lottery Commission no later than the 15th day of the month following the game date. 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.

DEADLINES

NEED TO KNOW INFORMATION

GOC FACILITY APPLICATION

New - Submitted ASAP

Renewing - Submitted 120 days before current license expires

GAME OPERATOR EMPLOYER APPLICATION

New - Submitted ASAP

Renewing - Submitted 120 days before current license expires

PRIMARY GAME OPERATOR APPLICATION

New - Submitted upon hire

Renewing - Submitted 60 days before current license expires

SECONDARY GAME OPERATOR APPLICATION

New - Submitted upon hire

Renewing - Submitted 60 days before current license expires

CHARITABLE ORGANIZATION APPLICATION

Submitted 60 days before the organizations first proposed game date

MONTHLY FINANCIAL REPORT

Emailed before the 15th day of the month following the previous month

STATE REVENUE INVOICE & PAYMENT

Submitted before the 15th day of the month following the previous month

PLAYER FUNDED PROMOTIONS

Submitted before the 10th day of the month following the previous month

WHO TO CONTACT

INVESTIGATION & COMPLIANCE DIVISION

DIRECTOR

Valerie King
603-230-3108
Valerie.A.King@lottery.nh.gov

ADMINISTRATOR OF GAMING OPERATIONS

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LICENSING SUPERVISOR

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