



P.O. BOX 2067  
CHARLESTON, WV 25327

PHONE: 304-558-0500  
1-800-WVA-CASH

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**Alan H. Larrick**  
**Director**

## **INSTRUCTIONS**

### **LIMITED VIDEO LOTTERY SERVICE TECHNICIAN APPLICATION**

**Enclose a copy of a valid, government issued photo ID and a check or money order made payable to the WV Lottery in the amount of \$100.00.**

**Please include a passport quality photograph. This photo will appear on your license once it's approved. We cannot substitute your photo ID picture for this requirement.**

**Please include copies of all Video Lottery Manufacturer training certificates received from completed training.**

**Complete all enclosed forms including signatures and notary requirements. Incomplete applications will be returned to the applicant and no action will be taken.**

**If any component of the application requires supplemental explanation or documentation, please include with your completed application,**

**Please contact WV Lottery Security at 304-558-0500 Ext. 231 to schedule an appointment for fingerprinting.**

**If you have questions concerning the application process you may contact Jennifer Cadle in the WV Lottery License Division at 304-558-0500 Ext 367 or Elizabeth Webb, Manager of Licensing at 304-558-0500 Ext. 213.**

**Please return your completed application, required documents and application fee to:**

**WV Lottery  
ATTN: Jennifer Cadle, License Division  
900 Pennsylvania Avenue  
Charleston, WV 25302**

**[www.wvlottery.com](http://www.wvlottery.com)**



**LIMITED VIDEO LOTTERY  
SERVICE TECHNICIAN APPLICATION**

Please print or type. Attach additional sheets as needed.

**LICENSE FEE: \$100.00**

**First Name:** \_\_\_\_\_ **M.I.** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Place of Birth (City, State):** \_\_\_\_\_

**Please list any other valid Limited Video Lottery licenses you presently hold:**

\_\_\_\_\_

**Please list all Video Lottery Manufacturers from which you have received Service Technician training:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*Please attach "Certificates of Completion" of Service Technician courses conducted by West Virginia Lottery Licensed Video Lottery Manufacturers\*\***



Excluding traffic citations, have you ever been convicted of any crime?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "Yes", please provide details on a separate sheet.

By signing below I, \_\_\_\_\_, do hereby certify that I have not knowingly made any false statement of material fact on this application. I understand that providing untruthful or misleading information is cause for denial of the application and/or termination of any West Virginia Lottery license. I authorize the West Virginia Lottery and/or the West Virginia State Police to investigate any or all matters set forth in this "License Application" pursuant to the State Lottery Act and the Limited Video Lottery Act. I understand that further information may be requested of me in regards to this application and I waive all rights of causes of action that I may have against the West Virginia Lottery or the West Virginia State Police.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**NOTARY:**

State of \_\_\_\_\_

County of \_\_\_\_\_

Taken, Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

My commission expires: \_\_\_\_\_

**SEAL:**



**SUPPLEMENTAL AFFIDAVIT FOR LIMITED VIDEO LOTTERY SERVICE TECHNICIAN**

**Under penalty of false swearing, I affirm all of the following statements to be true and correct to the best of my knowledge and understanding:**

- 1) I am a person of good character, honesty and integrity;
- 2) I am a person whose background, criminal record (if any), reputation, habits and associates, do not threaten to (A) compromise the public interest of the citizens of the state, (B) weaken the effective regulation and control of video gaming, (C) breach the security and integrity of the Lottery or, (D) introduce corrupt, unfair, or illegal practices, methods and activities into the operation of video gaming or the business or financial transactions incidental to the operation of video gaming.
- 3) I have **NOT** been convicted of any violation of the State Racing Act, the State Lottery Act, the Racetrack Video Lottery Act, the Limited Video Lottery Act, the Limited Gaming Facility Act, or any felony related to theft, bribery, gambling or involving moral turpitude in this or in any other state or foreign country.
- 4) I have disclosed to the WV Lottery Commission the identity of each person who has control over me or my business, as control is described in §29-22B-507 of the Limited Video Lottery Act.
- 5) I have provided a set of fingerprints and have completed and signed the statement provided for in §29-22B-603 of the Limited Video Lottery Act.
- 6) I have furnished all information, including financial data and documents, certifications, consents, waivers, individual history forms and other materials requested by the WV Lottery Commission for purposes of determining qualifications for a license.
- 7) I have taken one or more required technical training courses provided by a licensed WV Lottery Video Lottery Manufacturer and have successfully completed an examination approved by the WV Lottery Commission and administered by the licensed WV Lottery Video Lottery Manufacturer, thereby qualifying me to repair video lottery terminals of the licensed WV Lottery Video Lottery Manufacturer.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**NOTARY:**

State of \_\_\_\_\_

County of \_\_\_\_\_

Taken, Subscribed, and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Signature

My commission expires: \_\_\_\_\_

**SEAL:**



**Fingerprint Information – All fields are mandatory unless otherwise noted**

Name (Please Print):  SSN:   
Last Name First Name Middle Name

Alias (Maiden name)  Citizenship (country):

Home Address:   
Street Address  
  
City, State, Zip Code

Business Name  
  
Street Address  
  
City, State and Zip Code

Date of Birth:

Place of Birth:

Gender:  Race:  Height:  Weight:  Eye Color:  Hair Color:

Finger Amputations/Bandages:

**RELEASE OF INFORMATION**

**I hereby request a record check be made to find any police record on the herein named individual and by submitting this request, I understand that the submitted information will be retained by the West Virginia State Police in the Automated Fingerprint Identification System.**

**I certify that this is for official business and I am authorizing the West Virginia Lottery to obtain any record found.**

*Applicant Notification and Record Challenge: Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.*

**Privacy Act Notice:** Disclosure of your social security number should only be made if obtained from you in accordance with Section 7 of the Privacy Act of 1974. Your disclosure is voluntary and failure to provide the number will not subject you to penalty. If you choose voluntarily to supply your social security number, it will be used to aid the West Virginia Lottery in the conduct of this criminal background inquiry.

**Signature:** \_\_\_\_\_

*I attest that all information written on this form is true and correct*

**Date:**

ID CHECKED AND VERIFIED

INITIALS OF INVESTIGATOR \_\_\_\_\_

OCA#



## PRIVACY NOTICE USAGE OF SOCIAL SECURITY NUMBERS

**This form is included to notify you of our privacy practices and no action is required on your part.**

With the exception of Lottery Commissioners, Lottery officers or Lottery employees, the West Virginia Lottery will only ask you for your social security number in the following circumstances:

1. You claim a lottery prize of \$600 or more directly from the Lottery, either by mail or personally at our Charleston or Weirton office. Your social security number is also your tax identification number, and the Internal Revenue Code requires that this prize payment be reported to the IRS along with the winner's tax identification number [ Form **W-2G**]<sup>1</sup>
2. You are a sole proprietor of a business, a partner in a business, or the shareholder of an incorporated business that is a lottery retailer or sales agent, and the Lottery must prepare an IRS [Form **1099**] to report sales commissions received by you along with a tax identification number if that number is also a social security number [Form **1099**]; or
3. You are applying for a lottery license or permit and you must allow the Lottery to capture your fingerprint images to be transported to the FBI's National Criminal Information Center [NCIC] for criminal background investigation required by statutory or regulatory authority. This is an FBI requirement; or
4. You have applied for a lottery license or permit and you have been asked to send copies of one or more years of your federal income tax returns in order to determine your credit worthiness for a table games license.<sup>2</sup>

Disclosure of your social security number should only be made if obtained from you in accordance with Section 7 of the Privacy Act of 1974. Your disclosure is voluntary and failure to provide the number will not subject you to a criminal or civil penalty.

When the West Virginia Lottery obtains your social security number, it will use the number for the purpose(s) cited above. The Lottery will not sell or share this number with any other person or entity, and will decline to make it available in response to any freedom of information request. Only government entities that are authorized to receive and use social security numbers by law will gain access, other than when outside access is ordered by a competent court of record.

If you have any questions or concerns about this privacy notice, or if you wish to submit a complaint regarding the Lottery's privacy policy, please contact the Legal Division at (304) 558-0500 ext. 255.

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<sup>1</sup> Prize winners of more than \$600 who are unable or unwilling to submit their tax identification number are subject to federal income tax "back-up" withholding of 28% of the prize money.

<sup>2</sup> Either after the license is issued to the applicant, or else after the applicant has exhausted all appeals, the returns will be taken from the application file and shredded.