



RACETRACK VIDEO LOTTERY PERMIT APPLICATION

Please print or type. Attach additional sheets as needed.

SERVICE TECHNICIANS → Attach “Certificates of Completion” from all training courses by licensed Racetrack Video Lottery Manufacturers or certified Racetrack Personnel.

FLOOR ATTENDANTS → Please complete the Floor Attendant “Affidavit of Training.”

ALL NEW APPLICANTS → Enclose a copy of a valid, government-issued photo ID and passport-quality photo. The photo will appear on your occupational permit once it is approved.

We cannot substitute your photo ID picture for this additional requirement.

Racetrack (or) Manufacturer Employer’s Name: _____

Permit(s) Applying For: ☐ Validation Manager \$50.00
☐ Floor Attendant \$50.00
☐ Service Technician \$100.00

✚ Will a Table Games “DUAL” Permit be required? (**circle one**) YES or NO

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 WV Lottery licenses you presently hold:

Excluding traffic violations, have you ever been convicted of any crime? (**circle one**) YES or NO

If you answered “YES”, please include details of the conviction (date, charge, court, etc...)

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 Racetrack 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.

AUTHORIZATION TO RELEASE INFORMATION:

To: The U.S. Armed Forces, Maritime Service, Veteran's Administration, Selective Service Administration; Academic Dean, Registrar, Principal, Guidance Counselor, or Authorized person at any: School, College, University, Business School, Trade School, Elementary or High School, Local, State or Federal Law Enforcement Agency, Past or Present Employer, Credit Bureau or Retail Merchants Association, Bank or Financial and or Insurance Company

I have applied for a Racetrack Video Lottery license with the West Virginia Lottery. I am aware that my entire background will be thoroughly investigated and I hereby authorize and request the release of any and all information that you have that concerns me, including academic transcripts and disciplinary matters, to a representative of the West Virginia Lottery License/Security Divisions and/or the West Virginia State Police. This authorization or a reproduction thereof shall be valid for a period of one year from the date of execution of this document. I further authorize the West Virginia Lottery and/or the West Virginia State Police to release information as to the results and findings of this background investigation.

Date of Birth: _____

Place of Birth (City, State, Zip) _____

Social Security Number: _____

(NOTARY:)

State of _____

County of _____

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

Notary Signature

Signature of Applicant

My Commission Expires: _____

Street Address

(SEAL:)

City, State, Zip



FLOOR ATTENDANT → “AFFIDAVIT of TRAINING”

Complete (only) if applying for a Racetrack Video Lottery Floor Attendant Permit

Applicant's Full Name _____
Please Print

The above named applicant has successfully completed training and demonstrated the skill and knowledge to satisfactorily perform at a minimum the following duties:

- 1) Provide change and assistance to persons playing video lottery games in a licensed racetrack video lottery gaming area.
- 2) Open video lottery terminal access doors to clear paper jams and to insert new paper ticket tapes into the video lottery terminals.
- 3) Open video lottery terminal access doors to clear bill jams from the bill acceptors in video lottery terminals.

I, the undersigned applicant certify that I have received and successfully completed training and demonstrated the skill and knowledge to satisfactorily perform at a minimum the duties described above. I understand that providing untruthful or misleading information is cause for denial of the application and/or termination of any West Virginia Lottery license.

Applicant's Signature _____ Date _____

I, the undersigned trainer, certify that on the date of _____, the applicant successfully completed training and demonstrated the skill and knowledge to satisfactorily perform at a minimum the duties outlined above. I understand that providing untruthful or misleading information is cause for denial of the application and/or termination of any West Virginia Lottery license.

Trainer's Name _____
(Please Print)

Trainer's Signature _____ Date _____



Fingerprint Information – All fields are mandatory unless otherwise noted

Name (Please Print):

_____	_____	_____
Last Name	First Name	Middle Name

SSN:

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:

- ✦ You claim a lottery prize of \$600 or more directly from the Lottery, 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]¹
- ✦ 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
- ✦ 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
- ✦ 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.²

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 questions about this privacy notice, or if you wish to submit a complaint regarding the WV Lottery's privacy policy, please contact the Legal Division at (304) 558-0500, ext. 1802.

¹ 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 24% of the prize money.

² 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.