

RACETRACK VIDEO LOTTERY PERMIT APPLICATION

Racetrack Employees Only



West Virginia Lottery Commission

**900 Pennsylvania Avenue, Charleston,
WV 25302**



RACETRACK VIDEO LOTTERY PERMIT APPLICATION

INSTRUCTIONS

This application is to be completed by individuals employed by a Racetrack pursuant to WV Code §29-22A *et. seq.*

Along with the Completed Application, enclose the following:

- ☐ A copy of your valid, government-issued photo ID and a passport-quality photo. This photo will appear on your occupational permit once it is approved by the WV Lottery Commission. *We cannot substitute your photo ID picture for this requirement.*
- ☐ SERVICE TECHNICIANS → Copies of your “Certificates of Completion” from all training courses by a licensed Racetrack Video Lottery Manufacturer or certified Racetrack Personnel.
- ☐ FLOOR ATTENDANTS → Please complete the Floor Attendant “Affidavit of Training.”
- ☐ All enclosed forms including signatures and notary requirements. An incomplete application 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 it with your completed application.
- ☐ A check or money order made payable to the WV Lottery for the total amount. Payment may also be made online at www.wvlottery.com, Customer Service, Licensing, Online Payment Options.

Fees:

- \$50 Validation Manager
- \$50 Floor Attendant
- \$100 Service Technician

Fingerprint Process:

- Complete Live Scan fingerprinting through IdentoGO - Service Code: **228RNJ** - *see Application Instructions*

For questions, please contact Jennifer Cadle, Lottery Business Support Specialist at 304-558-0500, Ext. 1829 or Elizabeth Webb, Deputy Director of Licensing at Ext. 1934.

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

WV LOTTERY
ATTN: Licensing Division
900 Pennsylvania Avenue
Charleston, WV 25302



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Please print or type. Attach additional sheets as needed.

Select the Casino for which you are employed and will be providing services on behalf of:

- ☐ Mountaineer Casino Resort
- ☐ Hollywood Casino at Charles Town Races
- ☐ Wheeling Island Hotel, Casino & Racetrack
- ☐ Mardi Gras Casino & Resort

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 WV Lottery licenses that you presently hold:

1. _____

2. _____

Excluding traffic citations, have you ever been convicted of any crime? ____ Yes ____ No

If "YES," please include all details of the conviction (date, charge, court, etc. . .) on a separate sheet and include it with your completed application.

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:

**UNITED STATES OF AMERICA
STATE OF WEST VIRGINIA
COUNTY OF _____, to-wit:**

Subscribed and sworn to before me, a Notary Public in and for the County and State aforesaid, this _____

day of _____, 20_____.

My commission expires _____.

Notary Signature

(Seal)



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): _____ SSN: _____
Last Name First Name Middle Name

Alias (Maiden Name): _____ Citizenship (Country): _____

Phone: _____ Email: _____

Home Address: _____
Street Address City State Zip Code

Business Name: _____

Business Address: _____
Street Address City State Zip Code

Date of Birth: _____ Place of Birth: _____

Date Submitted Fingerprints: _____

The WV Lottery will no longer retain fingerprint records on file. When a background review is requested, each individual must contact IdentoGO directly, to resubmit their fingerprints.

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.

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

Signature: _____

Date: _____



FINGERPRINT INSTRUCTIONS

NEW POLICY and PROCEDURE:

For United States Applicants

All U.S.-based applicants are required to complete Live Scan fingerprinting through IdentoGO. Appointments can be scheduled online at <https://uenroll.identogo.com> or by calling 855-766-7746.

- Service Code: **228RNJ – Racetrack Video Lottery License**

For Non-United States Applicants

Applicants outside the U.S. who wish to submit fingerprint cards must go online at <https://uenroll.identogo.com>, enter your service code, **228RNJ** and select, “**Submit a Fingerprint Card by Mail.**”

The system will guide the applicant through the process and generate a barcode confirmation sheet, which must be printed and mailed with the completed fingerprint card to the address provided during enrollment.

Companies may establish a billing account with **Idemia (IdentoGO)** to cover fingerprinting fees on behalf of the applicants by completing the form at:

<https://www.identogo.com/uploads/general/WV-NCAC-Account-Application-2025.pdf>

The WV Lottery will no longer retain fingerprint records on file.

When a background review is requested, each individual must contact IdentoGO directly, to resubmit their fingerprints.



PRIVACY NOTICE USAGE OF SOCIAL SECURITY NUMBERS

This form is included to notify you of our privacy practices, 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**]¹;
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 are required to undergo a criminal history review. Your fingerprints will be captured by IdentoGO and submitted to the FBI's National Criminal Information Center (NCIC) for a background check, as mandated by federal law and regulations. This is a requirement established by the FBI.

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 jurisdiction.

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** at 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.