

LIMITED VIDEO LOTTERY



SERVICE TECHNICIAN APPLICATION

900 Pennsylvania Avenue
Charleston, WV 25302
1-800-982-2274



LIMITED VIDEO LOTTERY SERVICE TECHNICIAN APPLICATION INSTRUCTIONS

Please carefully read all instructions and complete this application and all related forms.

- A **\$100.00** non-refundable application fee must be paid at the time of application submission. The West Virginia Lottery accepts the following forms of payment: Check / Money Order payable to "West Virginia Lottery", or payment may be made online at the following link:

<https://business.wvlottery.com/resourcesPayments>

Scroll down to the "Online Payment" section and select "View Link" for the specific license type you are applying for. When paying online, payments for each license type must be made separately, and copies of all payment receipts are required with application.

- Enclose a copy of a valid, government issued photo ID and a check or money order made payable to the WV Lottery for \$100.
- Include a passport-quality photograph. This photo will appear on your license once approved. We cannot substitute your photo ID picture for this requirement.
- Include copies of all Limited Video Lottery Manufacturer training certificates received from completed training.
- Complete all enclosed forms including signatures and notary requirements. An incomplete application shall be returned to the applicant, and no action will be taken.
- Include any supplemental explanations or documentation, required in the application.
- Please contact IdentoGO at 855-766-7746 or <https://uenroll.identogo.com> to schedule a Livescan (fingerprinting) session.
Limited Video Lottery (LVL) License Service Code: 228RK3
- Submit the completed application and supporting documents to the address below, or electronically to:

jcadle@wvlottery.com.

**West Virginia Lottery Licensing
Attn: Jennifer Cadle, Licensing Specialist
900 Pennsylvania Avenue
Charleston, WV 25302**

- If you have any questions or concerns, please contact:

Jennifer Cadle, Lottery Business Support Specialist at 304.558.0500, Ext. 1829, jcadle@wvlottery.com

Elizabeth Webb, Deputy Director of Licensing at 304.558.0500, Ext. 1934, ewebb@wvlottery.com

Please make a copy of these completed forms for your records and reference before submission to the West Virginia Lottery. Once this application is in the Lottery's possession, it cannot be returned or copied.



Lottery Use Only

Date Received: _____

License Number: _____

LIMITED VIDEO LOTTERY SERVICE TECHNICIAN APPLICATION

LIMITED VIDEO LOTTERY SERVICE TECHNICIAN APPLICATION FEE: **\$100.00**

Indicate form of payment: ☐ Check (*attach*) ☐ Online Payment (*attach receipt*)

PART 1 – APPLICANT INFORMATION

A. First Name: _____ M.I. _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Date of Birth: _____ SSN: _____

Place of Birth (City, State): _____

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

1. _____

2. _____

C. Please select all Limited Video Lottery Manufacturers from which you have received Certified Service Technician training:

- ☐ LVLM-001 IGT
- ☐ LVLM-005 LNW GAMING, INC.
- ☐ LVLM-031 GRAND VISION GAMING, LLC
- ☐ LVLM-032 NOVOMATIC AG
- ☐ LVLM-033 NOVOMATIC AMERICAS SALES, LLC
- ☐ LVLM-038 SKYLINE UNLIMITED LLC
- ☐ LVLM-036 VALICY, INC.

D. Please attach “Certificates of Training” regarding Service Technician courses conducted by the WV Lottery’s licensed Video Lottery Manufacturers. ☐ **Attached**

E. Excluding traffic citations, have you ever been convicted of any crime? ☐ **Yes** ☐ **No**

If **Yes**, please provide details on a separate sheet. ☐ **Attached**



LIMITED VIDEO LOTTERY SERVICE TECHNICIAN APPLICATION Cont'd

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

Before me, the undersigned, a Notary Public in and for said County and State, the above individual personally appeared and acknowledged the execution of the foregoing instrument as his/her voluntary act and deed.

IN WITNESS WHEREOF, I, _____, have executed this instrument in the County of _____, State of _____, on this _____ day of _____, 20____.

My Commission Expires: _____

Notary Signature: _____

County of Residence: _____

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 submitted my fingerprints to IdentoGO for the Lottery to undergo a criminal history review 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

Before me, the undersigned, a Notary Public in and for said County and State, the above individual personally appeared and acknowledged the execution of the foregoing instrument as his/her voluntary act and deed.

IN WITNESS WHEREOF, I, _____, have executed this instrument in the County of _____, State of _____, on this _____ day of _____, 20____.

My Commission Expires: _____

Notary Signature: _____

County of Residence: _____

Seal:

OCA# _____

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 IdentGO 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: _____



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. 1801.

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.