SPORTS WAGERING / i-GAMING

OCCUPATIONAL LICENSE APPLICATION

900 Pennsylvania Avenue
Charleston, WV 25302
304-558-0500

OCCUPATIONAL LICENSE APPLICATION INSTRUCTIONS

This form is authorized under Article 29D and 29E of the West Virginia Sports Wagering and i-Gaming Act. Failure to provide information could result in rejection of, or delay in, the processing of this application.

Respond to all the questions to the best of your knowledge. **Any misrepresentation or omission is grounds for license denial.**

APPLICATION FEE:

This form below may be completed for one or both license types by indicating the license type in the box(es) provided. The applicant must file this application with the West Virginia Lottery, Licensing Division, P.O. Box 2067, Charleston, WV 25327, and submit a $100 **non-refundable fee** with the application per license type.

- The WV Lottery accepts the following forms of payment: business check, certified check, cashier's check, or money order. The WV Lottery also accepts credit/debit cards and automated clearing house (ACH) payments made securely on the WV Lottery website. 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 for which you are applying. Please note that when paying online, payments for each license type must be made separately. If paying online, your application must include a copy of the payment receipt showing the transaction ID number.

Forms and Documents:

The West Virginia Lottery will not process an application for an occupational license unless all requested documentation and fees have been received.

The applicant shall provide all information, documents, materials and certifications at the applicant's sole expense. The applicant shall submit an **original** of the application and all required attachments. The application must be completed, reviewed and signed by the applicant.

SPORTS WAGERING POSITION DEFINITIONS:

Sports Wagering Gaming Manager - an employee of a sports wagering operator or management services provider responsible for the oversight, management, reporting, or regulatory compliance of mobile, online, or enterprise sports wagering operations conducted on behalf of a licensed sports wagering operation. Submit COPIES of the following documents with your application:

- Picture identification (valid driver's license, valid passport or other valid state or federal government-issued photo identification). Supply a passport-quality photo by email in jpeg format.
- Endorsement letter AND Affidavit of Training from an authorized representative of the casino in which you are/will be employed.

Sports Wagering Pool Manager - An employee of a sports wagering operator or management services provider responsible for the direct supervision and operation of a retail sportsbook located within a licensed casino, including oversight of sportsbook personnel, wagering activity, cash handling, and daily sportsbook operations. Submit COPIES of the following documents with your application:

- Picture identification (valid driver's license, valid passport or other valid state or federal government-issued photo identification). Supply a passport-quality photo by email in jpeg format.
- Endorsement letter AND Affidavit of Training from an authorized representative of the casino in which the applicant is/will be employed.

Sports Wagering Ticket Writer - an employee of a sports wagering operator that reports directly to the Sports Wagering Shift Supervisor and is responsible for the exchange of cash in the form of wagers from patrons. The Ticket Writer pays out winnings and has the ability to void wagers with supervisor approval. At the end of each shift the ticket writer reconciles the assets in the sports wagering ticket writer's drawer. Submit COPIES of the following documents with your application:

- Picture identification (valid driver's license, valid passport or other valid state or federal government-issued photo identification). Supply a passport-quality photo by email in jpeg format.
- Endorsement letter AND Affidavit of Training from an authorized representative of the casino in which the applicant is/will be employed.

Sports Wagering Shift Supervisor - an employee of a sports wagering operator that reports directly to the Sports Wagering Pool Manager is responsible for the operations of the sportsbook during the assigned shift. In addition, this position reconciles and approves the sports wagering count sheets attesting to their accuracy and resolves any issues or inconsistencies. Submit COPIES of the following documents with your application:

- Picture identification (valid driver's license, valid passport or other valid state or federal government-issued photo identification). Supply a passport-quality photo by email in jpeg format.
- Endorsement letter AND Affidavit of Training from an authorized representative of the casino in which the applicant is/will be employed.

Sports Wagering Customer Service Representative – an employee of a sports wagering operator, management services provider or supplier whose duties involve accessing player account information (PII) AND having the ability to modify an account. Submit COPIES of the following documents with your application:

- Endorsement letter AND Affidavit of Training from the sports wagering operator, management services provider or supplier.

OCCUPATIONAL LICENSE APPLICATION INSTRUCTIONS Cont'd

i-GAMING POSITION DEFINITIONS:

i-Gaming Manager - an employee of an interactive gaming operator or management services provider who is responsible for the oversight and reporting of interactive gaming of a licensed casino. Submit COPIES of the following documents with your application:

- Picture identification (valid driver's license, valid passport or other valid state or federal government-issued photo identification). Supply a passport-quality photo by email in jpeg format.
- Endorsement letter AND Affidavit of Training from an authorized representative of the casino in which you are/will be employed.

i-Gaming Customer Service Representative – an employee whose duties involve accessing player account information (PII) AND having the ability to modify an account. Submit COPIES of the following documents with your application:

- Endorsement letter AND Affidavit of Training from the i-Gaming operator, management services provider or supplier.

i-Gaming Table Games Simulcast – an employee of a licensed i-gaming management services provider or supplier which provides simulcast online games and services from a West Virginia Lottery approved location. Submit COPIES of the following documents with your application:

- Picture identification (valid driver's license, valid passport or other valid state or federal government-issued photo identification). Supply a passport-quality photo by email in jpeg format.
- Endorsement letter AND Affidavit of Training from the online simulcast entity.
- Include a copy of the license certificate issued by another jurisdiction for the same/similar position for which the applicant is applying in this state.

APPLICATION WITHDRAWAL:

In the event the applicant fails to provide the information, forms, and documents required by the West Virginia Lottery in connection with an application within 90 days of the date the West Virginia Lottery receives the application, the application shall, without further notice, be deemed to have been voluntarily withdrawn as of that date and no further action will be taken in connection with the application.

All occupational licenses expire on June 30th annually. If licensed after April 1st of any year, the license is valid until the following license year ending June 30th.

If the applicant's employer is licensed or registered under the West Virginia Lottery i-Gaming and/or Sports Wagering Act, the West Virginia Lottery will notify the applicant's employers of the application withdrawal, its effective date, and the expiration.

GENERAL INFORMATION:

When completing this application, you may require additional space. Please use a separate 8 ½ x 11 sheet of paper to complete your answers. Be sure to indicate which question you are answering.

The West Virginia Lottery will review your criminal history background during the application process. The West Virginia Lottery, in its discretion, may require the applicant to furnish additional information or complete and submit additional forms.

A license issued by the West Virginia Lottery under the i-Gaming and Sports Wagering Act and Rule is a revocable privilege granted by the West Virginia Lottery. A person who holds a license does not acquire, and shall not be considered to acquire, a vested property right or other right in the license.

The occupational license remains the property of the West Virginia Lottery at all times. The occupational license may be revoked, suspended, canceled, or restricted by the West Virginia Lottery. The West Virginia Lottery may refuse to renew the license when it is reviewed under the laws.

If applicable, neither the occupational license nor the licensee identification badge (if provided) shall be transferred to another person. **If the occupational licensee resigns or the occupational licensee's employment is terminated, the occupational licensee shall return the identification badge to the West Virginia Lottery.**

The West Virginia Lottery, in its discretion, may require the applicant to furnish additional information or complete and submit additional forms.

RENEWAL:

All occupational licenses expire on June 30th annually. If licensed after April 1st of any year, the license is valid until the following license year ending June 30th. Renewal forms will be provided no later than February on an annual basis to the Operator, Management Services provider or Supplier. These forms must be completed by the renewal applicant. Additional information will be provided with the annual renewal application packet.

Occupational Initial Application

West Virginia Sports Wagering and i-Gaming

Office Use Only

Date Received

Check License Applying for: ____ **Sports Wagering** ____ **i-Gaming**

If applying for both license types, select both.

If applying for a Sports Wagering occupational license, select a position:

____ Gaming Manager*

____ Pool Manager *

____ Shift Supervisor

____ Ticket Writer

____ Customer Service Representative *

If applying for an i-Gaming occupational license, select a position:

____ Gaming Manager *

____ Customer Service Representative *

____ Table Games Simulcast - An employee of a licensed i-gaming management services provider or supplier which provides simulcast online games and services to an operator or management services provider from a West Virginia Lottery approved location. If applying for a Table Games Simulcast occupational license, indicate the applicable position(s):

Level 1	**Level 2**
____ **Performance Assessor**	____ **Equipment Specialist**
____ **Risk Analyst**	____ **Game Presenter**
____ **Service Manager**	____ **Tech Ops**
____ **Team Manager – Floor Supervisor**	____ **Video Surveillance**

*If operating as a Manager or a Customer Service Representative indicate the license type above for Sports Wagering and/or i-Gaming. If operating as a Manager and/or Customer Service Representative for both license types, select both sections.

Application Fees *(Nonrefundable)*:

- i-Gaming and/or Sports Wagering Gaming Manager, Pool Manager and/or Customer Service Representative: $100 *per license type*
- i-Gaming Table Games Simulcast Occupational License: $100
- Sports Wagering Ticket Writer: $100
- Sports Wagering Shift Supervisor: $100

§179-10-7.Casino key employees and occupational licensees and employees of any management service provider or supplier, shall not be permitted to establish an interactive gaming account with, and are prohibited from wagering on, any interactive gaming system operated by the casino with which they are employed or provide services.

Occupational Initial Application - *Continued*

West Virginia Sports Wagering and i-Gaming

Affiliation:

___ Casino **___ Operator** **___ Management Services Provider** **___ Simulcast Entity**

List the Affiliation Name: _____

_____ _____ _____

Last Name *(Include Sr., Jr., Etc., If Applicable)* First Name Middle Initial

_____ _____

Maiden Name, Alias (Es), Other Name Changes *(Legal or Otherwise)* Occupation

_____

Mailing Address Apt# City State Zip

_____

Home Address (*If Different Than Mailing Address*)

Home Telephone Number: _____ Alternate Telephone Number: _____

_____ _____

Place of Birth (*City, State, Country)* Country of Citizenship

(If other than U.S., provide one of the following with the application; birth certificate, naturalization papers or alien registration card)

Date of Birth: _____ / _____ / _____ Social Security Number: _____ / _____ / _____

Email Address: _____

PART I. LICENSING INFORMATION

1. Do you currently hold a license permit, registration, or other authorization to participate in a lawful gambling operation (including casino gaming, horse racing, dog racing, pari-mutual operation, lottery, sports betting, interactive wagering etc.) in another jurisdiction?

Yes ____ No ____

If yes:

Jurisdiction(s): _____

Position(s): _____

Copy(ies) of the license certificate(s) are required to be included with this application if applying for Table Games Simulcast only.

Occupational Initial Application - *Continued*

West Virginia Sports Wagering and i-Gaming

PART I. LICENSING INFORMATION -Continued

2. Have you ever applied in West Virginia or any other jurisdiction (besides the license currently held if answered yes to question #1) for a license, permit, registration, or other authorization to participate in a lawful gambling operation (including casino gaming, horse racing, dog racing, pari-mutual operation, lottery, sports wagering, interactive wagering etc.)? **Yes ____ No ____**

If yes, complete the following chart:

Name & Address of Licensing Agency (Include Country, State, County or Municipality)	Type of License, Permit, Approval or Registration	Date of Application	Disposition (Granted, Denied or Pending)	License, Permit, Approval or Registration Number

***Attach additional sheets, if needed, as Exhibit 1**

3. Have you ever been suspended from operating a gambling game, gaming device, or gaming operation, or had a license revoked by any governmental authority responsible for regulation of gaming activities? **Yes ____ No ____**

***If yes**, provide a signed statement of explanation and the supporting documentation from the governmental authority.*
____ *Attached as Exhibit 2*

PART II. CRIMINAL HISTORY

1. Excluding traffic violations, have you ever been convicted of a felony? **Yes ____ No ____**

2. Have you ever been convicted of any crime involving theft, fraud or gambling? **Yes ____ No ____**

If yes, please complete the following chart:

Date of Conviction	Name & Address of Court Agency	Nature of Charge/Offense	Felony or Misdemeanor	Case Number and Disposition

***Attach additional sheets, if needed, as Exhibit 3**

ATTACHMENT A

Applicant's Acknowledgment, Agreement, Consent & Release

I, _____(Licensee)

hereby acknowledge that the West Virginia Lottery may require supplemental materials in order to carry out its statutory duties.

hereby agree to submit supplemental materials as requested by the West Virginia Lottery.

hereby acknowledge that issuance of an occupational license is a privilege and that I have the responsibility to prove that I am eligible, suitable, and qualified to be licensed.

hereby acknowledge and accept any risk of adverse public notice, embarrassment, criticism, or other action, or financial loss, which may result from action with respect to an application or the public disclosure of information, requested in this form, and expressly waive any claim for damages against the State of WV, WV Lottery or its agents, servants and employees.

hereby acknowledge that I am under a continuing duty to disclose promptly to the Lottery any changes in the information provided in the application and requested materials submitted to the Lottery. To comply with this requirement I must submit a letter to the Lottery stating the changes and reference the specific question(s) within the application to which the changes pertain.

hereby consent to inspections, searches, and seizures as provided in W.Va. Code §*29-22C-25* and to disclose to the Lottery and its agents confidential records, including tax records held by any federal, state or local agency or credit bureau or financial institution while applying for or holding a license under this act.

hereby affirm, under the penalties of perjury, that the information set forth in this document is true and complete to the best of my knowledge.

I have full authority to execute this affidavit of full disclosure on behalf of the licensee and otherwise bind the licensee to the above.

_____	_____	_____
Applicant's Name	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:

ATTACHMENT B
Applicants Verification & Release

I, _____ am employed at _____ and having applied
(Applicant) (Name of Casino/MSP/Supplier)

for a license in the State of West Virginia being first duly sworn, upon oath or affirmation, depose and state:

1. I am the individual responsible for completing and submitting this application.
2. I swear (or affirm) that the information contained in this occupational license application form and its attachments are true, complete and accurate to the best of my knowledge and belief.
3. I have not been convicted of a crime, a gambling-related offense, a theft or fraud offense, or have not otherwise demonstrated, either by a police record or other satisfactory evidence, a lack of respect for law and order.
4. I am at least 21 years of age.
5. I authorize and consent that the West Virginia Lottery for purposes of identification, licensing, or license renewal will request my fingerprints to be submitted to IdentoGo. These fingerprints will be forwarded and retained by the West Virginia State Police in the Automated Fingerprint Identification System for any lawful investigative and identification purposes.
6. I am aware that my entire background, both criminal and financial, will be thoroughly investigated by the State Lottery Commission. Because my employment by a casino/management services provider/supplier is a condition of licensure by the State Lottery Commission, I hereby authorize the State Lottery Office to release to my potential employer the following information about me and my application for licensure:
   6(a). The notification of the issuance and forwarding of a copy of the permanent or temporary license issued to me by the State Lottery Office to my prospective employer; or
   6(b). The notification to my prospective employer by the State Lottery Office that a temporary or permanent license has been denied by the State Lottery Commission, whether an appeal of the denial has been filed, and the status of the appeal process.
   6(c). The notification to my prospective casino employer by the State Lottery Office of the status of my pending application for a license, if requested by my prospective employer, with the understanding that no personal or private information will be disclosed to the casino.

I understand that a false statement in my application or on this form may result in the withdrawal, suspension, or revocation and could lead to the denial of my occupational license application. I affirm, under the penalty of perjury, that the information set forth in this document is true and complete, to the best of my knowledge.

_____	_____	_____
Applicant's Name	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:

Signature Requirement

Sports Wagering Applicants Only – Please sign your name legibly within both boxes below. Please make sure your signature is fully contained inside the boxes and does not touch the edges.

Licensing Applicant's Name – Please PRINT Legibly

First Name	Middle Initial	Last Name

(First Name, Middle Initial, Last Name)

(First Name, Middle Initial, Last Name)

FINGERPRINT INSTRUCTIONS

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: **228RQ1 – Sports Wagering & i-Gaming**

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, **228RQ1** 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

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

i-Gaming/Sports Wagering
Affidavit of Training

Applicant's Full Name: _____
(PLEASE PRINT)

The above-named applicant has successfully completed training and demonstrated the skill and knowledge to satisfactorily perform as an Occupational Licensee for one or more of the following license types:

___ Sports Wagering Pool Manager

___ Sports Wagering Gaming Manager

___ Sports Wagering Customer Service Representative

___ Sports Wagering Shift Supervisor

___ Sports Wagering Ticket Writer

___ i-Gaming Gaming Manager

___ i-Gaming Customer Service Representative

___ i-Gaming Table Games Simulcast

I, the undersigned applicant, certify that I have received and successfully completed training and demonstrated the skill and knowledge to satisfactorily perform the duties required for this Occupational license. 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 the duties requires for the position. 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: _____

Operator/Management Services Provider/Simulcast Entity: _____

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 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**: _____

Rev. Date 7/2025

PRIVACY NOTICE
USE 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 West Virginia 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 West Virginia 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 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. 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.

Applicant Checklist

AN INCOMPLETE APPLICATION WILL RESULT IN DELAY

*REFER TO THE INSTRUCTIONS FOR A LIST OF DOCUMENTS REQUIRED FOR EACH POSITION

Your submitted application must contain and adhere to the following rules:

____ Application Pages 1 – 3

____ Attachment A - Applicant's Acknowledgment, Agreement, Consent & Release

____ Attachment B – Applicant's Verification & Release

____ Application Page 6 – Signature Page – Sports Wagering Applicant Only

____ Affidavit of Training – must list the position(s) being applied

____ Legible photocopy of a valid driver's license or other form of state or federal government issued

____ Endorsement Letter from an authorized representative of the casino/management services provider/supplier in which you are/will be employed

____ A copy of the license certificate issued by another jurisdiction for the same/similar position for which the applicant is applying in this state **– *Applicable to Table Games Simulcast positions only***

____ Fingerprint Process - complete Live Scan fingerprinting through IdentoGO- *see Application Instructions*

____ $100 application fee per License Type

____ Photograph Requirements – If applicable to the license type to which you are applying, supply a passport quality photo by email or .jpeg format.

The following are the requirements for acceptable photographs.

- Head should be positioned directly facing the camera – Not looking to the side, up or down
- Photo should capture from slightly above top of hair to bottom of the neck/top of shoulders
- Eyes should be open and looking at the camera
- Eyeglasses should be worn if normally used by the subject
- Glare on eyeglasses can usually be avoided with a slight upward or downward tilt of the head
- Background should be plain off-white or eggshell color
- Person should be in uniform, if possible
- There should be NO; shadows, ball caps, hats, sunglasses, hoodies, or coats worn in the photo.
- When taking photos make sure the camera is in normal position (landscape) to take the photo and not standing up (portrait) on its side
- Email photo "named" as the applicants full name – no dashes or slashes