

LIMITED VIDEO LOTTERY RETAILER



CORPORATE BUYOUT/OWNERSHIP CHANGE APPLICATION

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

For a fillable version of this Form:



Limited Video Lottery Corporate Buyout/Ownership Change Requirements

This application is required for **corporate buyouts** and **any changes in ownership**.

Submit all required documents as listed below to the **WV Lottery Licensing Division** for review and approval. **Incomplete applications** will not be processed.

- All signature forms must be signed with original blue ink (No signature stamps allowed).
- Visit business.wvlottery.com for laws, rules, and operator listings.

I. Required Submission: Unexecuted Purchase Agreement/Assignment of Member Interest

Before proceeding with a corporate buyout, you must submit an **unexecuted (unsigned)** Purchase Agreement/Assignment of Member interest for **pre-approval**. The agreement must include:

1. Business Information

- ____ Name of Business to be sold
- ____ Mailing address and physical address (if different)
- ____ All DBA (Doing Business As) names
- ____ WV Lottery license number(s)
- ____ ABCA license number(s)

2. Ownership Details

- ____ Names, addresses, and ownership percentages of current owners
- ____ Names, addresses, and ownership percentages post-buyout
- ____ Names, addresses, and ownership percentages of current buyers

Per **W. Va. Code §29-22B-503**, an **Operator may also be licensed as a retailer** if the following conditions are met:

- The Operator owns no more than 10 LVL locations
- The Owner(s) listed on the corporate buyout application must be the same as on the Operator license
- The Business name listed on the corporate buyout application must be the same as the name on the Operator license.

3. Transaction Information

- ____ Business type: Sole Proprietorship, Partnership, Corporation, or LLC
- ____ Proposed closing date (must fall on the 15th or 31st of the month)
- ____ List of all real/intellectual property, tradenames, goods, services, contracts, licenses, and permits included in the sale
- ____ List of assets being purchased
- ____ Source and value of any debt or liabilities to be assumed (Buyer must assume liabilities of business being purchased)
- ____ Total purchase price and payment method (Fair and adequate consideration required)
- ____ Source of buyer's funding/financing
- ____ Proof of secured funding from a recognized financial institution
- ____ Notarized signature lines for both buyer(s) and seller(s)
- ____ Final closing date

II. Required Attachments (*If Applicable*)

Submit the following with the Purchase Agreement/Assignment of Member Interest, if applicable:

- ____ Articles of Incorporation
- ____ Corporate Letter
- ____ Bill of Sale
- ____ Board Resolutions
- ____ Operating Agreement (if LLC)

LVL Corporate Buyout/Ownership Change Requirements - Continued

III. Business Name Restrictions

Per **Legislative Rule §179-5-33.6**, Limited Video Lottery (LVL) retailers may **not use words commonly associated with gambling** in their corporate or DBA name. For clarification, contact Philip Dandy, Licensing Manager, at 304-558-0500 ext. 1907 or Elizabeth Webb, Deputy Director of Licensing, at 304-558-0500 ext. 1934.

IV. Legal Compliance

Limited video lottery Operators and Retailers must comply with **W.Va. Code §29-22B-1 et seq.** and **State Rules §179-5-1 et seq.** Operators applying for a limited video lottery retailer's license must specifically comply with **W.Va. Code §29-22B-503.**

V. Application Requirements Based on Buyout Type

a. Buyer Will Operate the LVL Location

If the buyer intends to operate the business post-buyout, include the following with your application:

- ☐ Valid Class "A" Private Club License or Non-Intoxicating Beer License (from WV ABCA)
- ☐ West Virginia Secretary of State Business License
- ☐ West Virginia State Tax Business Registration Certificate
- ☐ Workers' Compensation Insurance or Exemption form
- ☐ Unemployment compliance proof (Workforce WV)
- ☐ Lease or rental agreement (if not property owner)
- ☐ ADA Compliance Form
- ☐ Individual Release Form and Fingerprint Information Form for all officers/members

Each owner/officer is required to complete Live Scan fingerprinting through IdentoGO for the West Virginia Lottery.

Appointments can be scheduled online at <https://uenroll.identogo.com> or by calling 855-766-7746.

Service Code: **228RK3**

Fingerprints obtained by the ABCA for their licensing requirements are not acceptable for use by the WV Lottery.

☐ If using a checking account for LVL transactions, include a voided check. For savings accounts, provide a voided deposit slip. *Note: If machines are leased from an operator, EFT and banking details are not required.*

b. Seller's Business Will Be Dissolved

If the buyer does **not** intend to continue LVL operations, the following documents are **not required**:

- ABCA Class "A" License or Beer License
- Lease or rental agreement
- ADA documentation
- Individual Release/Fingerprint forms
- Voided Check and EFT Form

c. Required at or before closing:

- Completed **License Surrender Form**, dated with the closing date
- Business dissolution document for the seller's company, with effective date matching the closing date
To avoid delays, contact the WV Secretary of State (SOS) as soon as possible to ensure the dissolution paperwork is filed for the agreed upon closing date.

LVL Corporate Buyout/Ownership Change Requirements – Continued

VI. Certificates of Reservation (CORs)

When a retailer who holds Certificates of Reservation (COR) permits for a specific location transfers or sells that location, the COR permits shall automatically convert to Bid permits and be reassigned accordingly, in accordance with *WV Lottery Standard Operating Policy and Procedures for Certificates of Reservation (COR)*.

VII. Non-Sufficient Funds (NSF)

When a limited video lottery business is acquired through a corporate buyout, the new owner inherits and assumes responsibility for the Non-Sufficient Funds (NSF) record associated with the previous ownership of the business. It is the buyer's responsibility to conduct thorough due diligence and fully investigate the business prior to completing a purchase. [See *West Virginia Lottery Policy Statements 20-1 and 08-03*].

VIII. Payment Information

A **\$250 non-refundable application fee** is required at submission.

___ Business/Cashier's Check or Money Order made payable to: *The West Virginia Lottery*.

___ Payment may also be made online at <https://business.WestVirginiaLottery.com/resourcesPayments>. Once on the site, scroll to the "Online Payment" section and select "View Link" for the Traditional License Section. If paying online, your application must include a copy of the payment receipt showing the transaction ID number.

Buyout is not final until the following:

- ___ Executed purchase agreement/Assignment of Member Interest received by West Virginia Lottery
- ___ Approval from the Lottery's Licensing and Legal Department
- ___ Upon approval and receipt of all final documentation, the West Virginia Lottery Finance Department will reassign permits, if permits are involved in the purchase
- ___ Buyer must submit required forms to the Lottery's Security Division to schedule machine relocation
(Submit relocation forms in advance to avoid delays)

Mail or Email Completed Applications To:

**WV Lottery Licensing Division
Attn: Philip Dandy, Licensing Manager
P.O. Box 2067
Charleston, WV 25327-2067**

philip.c.dandy@wvlottery.com

ABCA License Number _____



WV Lottery License Number _____

LIMITED VIDEO LOTTERY RETAILER CORPORATE BUYOUT/OWNERSHIP CHANGE APPLICATION

If the applicant is a corporation, partnership or other business entity, the chief executive officer and/or president, directors, members and partners must be United States citizens. Qualifications to be eligible for a limited video lottery license are found in W. Va. Code § 29-22B-504.

1. \$250 Non-refundable Application Fee – Select Method of Payment

____ Business/Cashier's/Business Check/Money Order#: _____
____ Online Payment – Transaction ID #: _____ (Include copy of receipt with transaction ID#)

2. Location Currently Licensed - Business Name: _____
Location Currently Licensed - DBA: _____
Location Phone #: _____ Email: _____
Location Address: _____ City: _____
County: _____ State: _____ Zip: _____

3. New Business Name: _____
New Doing Business as Name: _____
Location Phone #: _____ Email: _____
Location Address: _____ City: _____
County: _____ State: _____ Zip: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
F.E.I.N (No Social Security #): _____ Workers' Compensation Policy #: _____

4. Type of Business or Organization:
____ Sole Proprietorship ____ LLP ____ Partnership/Joint Venture ____ LLC
____ Corporation/Subsidiary ____ Fraternal/Veteran IRS Tax Exempt

5. Is the business currently Licensed as a Traditional Lottery Retailer? ____ Yes ____ No

If yes, list your Traditional License # _____

6. Proposed Closing Date; Must fall on the 15th or 31st of the month. Date: _____

7. List all names as required per type of business defined above and any executive employee or agent having power to significantly exercise influence in business operations. Each individual listed will also be required to complete the Individual Release.

NAME (Last name, First name, M.I.)

NAME (Last name, First name, M.I.)

- Yes** **No**

	Business Name/DBA Name	Location	License Number
1			
2			
3			
4			
5			

 Yes No

- _____ Yes _____ No

Owner(s): _____

Attached

Applicant/Authorizing Agent of Business

Signature: _____ Date: _____

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

County of Residence: Seal:



West Virginia Lottery Limited Video Lottery ADA Compliance

Upon information or belief, WV Lottery games at this location are accessible to customers with disabilities as required by the Americans with Disabilities Act. ☐ **Yes** ☐ **No**

Name of Location: _____

Address: _____

City, State, Zip: _____

ABCA Number: _____

Signed: _____ Date: _____

For more information or to see where this information originated, visit the U.S. Department of Justice, Civil Rights Division's website at: www.usdoj.gov



EFT AUTHORIZATION



___ LVL OPERATOR ___ LVL RETAILER

INFORMATION

1. Lottery ID# (to be assigned) _____
2. Operator/Retailer Name _____
3. Address _____
4. City/State/Zip _____
5. Telephone Number _____

FINANCIAL INFORMATION

1. Name of Financial Institution _____
2. Routing/ABA Number _____
3. Denote Checking or Savings ___ CHECKING ___ SAVINGS
4. Account Number _____

Must attach a voided check or a letter from the bank for account noted above.

I (We) hereby authorize the State of West Virginia, hereinafter called STATE, to initiate debit and/or credit entries into my (our) account indicated above and the Financial Institution named above, hereinafter called DEPOSITORY, to debit and/or credit the amounts owed by or due me (us) to/from the STATE. This authority is to remain in full force and in effect until the STATE has received WRITTEN NOTIFICATION from me (us) to its termination in such time and in such manner as to afford the STATE and DEPOSITORY a reasonable opportunity to act on it.

(Printed Name) (Authorized Signature) (Title) (Date)

(Printed Name) (Authorized Signature) (Title) (Date)

If you have questions about completing this form, please call WV Treasurer's Office, EFT Division at **304.558.3599**

If you have questions concerning your Lottery account, please call WV Lottery Commission at **800.982.2274** or **304.558.0500 x 1861**

SEND COMPLETE FORM TO:

West Virginia Lottery
Licensing Division
PO BOX 2067
Charleston, WV 25327



LIMITED VIDEO LOTTERY RETAILER DATA SHEET

DBA: _____ ABCA #: _____

Business Organization Name: _____

Location Address: _____ County: _____
(Physical Address)

City/State/Zip: _____

Location Phone: _____ Location Manager Name: _____

Business Owner Name: _____ Business Owner Email: _____

Business Owner Phone: _____ Business Owner Cell: _____

Business Hours:	MON	TUES	WED	THUR	FRI	SAT	SUN
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OPEN:	_____	_____	_____	_____	_____	_____	_____
-------	-------	-------	-------	-------	-------	-------	-------

CLOSED:	_____	_____	_____	_____	_____	_____	_____
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Operator: _____ Operator Phone: _____
(Operator – Company that supplies your video Lottery Terminals)

Dear Retailer:

Below is a list of basic requirements that must be met. For more information contact the WV Lottery, 304-558-0500 and ask for Limited Video Lottery Security.

- Location must be in excess of 150 feet from an existing Limited Video Lottery retailer, perimeter of a public park or place of business that sells petroleum products capable of being used as fuel in an internal combustion engine. Measurement to be determined by LVL Security.
- Location must be in excess of 300 feet from a church, school or day care center. Measurement to be determined by LVL Security.
- ATM machines may not be located within the immediate gaming area. If the video lottery terminals are in the main area, the ATM must be located in a separate room with a door. If video lottery terminals are in a private room, the ATM must be located outside of that area.

For Lottery use only: Formerly ABCA#: _____

_____ Upgrade _____ Downgrade _____ to Private Club _____ to Tavern _____ Other

Comm Solution Verified/Contract Amended by SG

Initial _____

Date _____



WEST VIRGINIA LOTTERY WORKERS' COMPENSATION EXEMPTION FORM

**This form should only be completed when a business has no employees*

If the business has zero employees, it is exempt from obtaining Workers' Compensation Coverage. Every business MUST register with Workforce WV by calling 304.558.2677 to determine if they are exempt from Unemployment Compensation.

If the business is exempt from Workers' Compensation, please complete the chart below.

Business Name:	
DBA Name:	
Street Address:	
City, State, Zip:	
Employees:	

I understand if at any time my business acquires new employees, I must disclose this information to the West Virginia Lottery and supply the appropriate documentation.

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

Signature

Title

Date

ABCA License Number _____



INDIVIDUAL RELEASE Limited Video Lottery

(Copies of this form should be made for completion by each person associated with the Application)

1. FULL NAME: _____ PRIOR LAST NAME(S): _____

HOME PHONE: _____

HOME ADDRESS: _____

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER: _____

EMAIL: _____

2. YOUR RELATIONSHIP TO BUSINESS: _____

JOB TITLE: _____

PERCENT OF OWNERSHIP: _____ PERCENT OF STOCK OWNED: _____

3. PRESENT EMPLOYER: _____

4. U.S. CITIZEN: ☐ YES ☐ NO (If No, attach details)

Disclosure of WV Lottery Employee Relationship(s):

I hereby authorize any representative of the West Virginia Lottery Commission having this release to obtain information from files or other sources pertaining to the applicant's personal background including, but not limited to, WV State Tax records, police records, credit records, or any other record applicable to the approval of this application. I hereby direct you to release such information as requested. Should there be any question as to the validity of this release, you may contact me as indicated above.

I confirm that neither I, nor any member of my immediate family, is employed by the WV Lottery. I understand that any connection to employees of the WV Lottery should be disclosed above by the name of the WV Lottery Employee and a description of the relationship.

A copy of this release may serve as an original.

Print Name, Title

Signature

Date

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: _____

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.

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

Signature: _____ Date: _____

____ ID CHECKED AND VERIFIED

____ INITIALS OF



Instructions and Requirements for Operator/Owned Locations

Pursuant to West Virginia Code §29-22B-503, *et seq.*, an Operator may also be licensed as a limited video lottery retailer provided the Operator is in compliance with the following requirements:

1. An Operator **owns no more than 10** limited video lottery locations.
2. The owner(s) and any key persons listed on the limited video lottery retailer application must be the same owner(s) listed on the Operator license.
3. All transactional documentation of the purchase of the limited video lottery location(s) must be provided to the WV Lottery.
4. All other qualifications for licensure must be met.

FREQUENTLY ASKED QUESTIONS ABOUT ADA

Q: Are there limitations on the ADA's barrier removal requirements for existing facilities?

A: Yes. Barrier removal need be accomplished only when it is "readily achievable" to do so.

Q: What does the term "readily achievable" mean?

A: It means "easily accomplishable and able to be carried out without much difficulty or expense."

Q: How do I determine what is readily achievable?

A: Determining if barrier removal is readily achievable is a case-by-case judgment. Because removing common barriers can be simple and inexpensive in some cases and difficult and costly in others, the regulations for the ADA provide a flexible approach to compliance. Factors to consider include: (1) the nature and cost of the action; (2) the overall financial resources of the site involved; (3) the number of persons employed at the site; (4) the effect on expenses and resources; (5) legitimate safety requirements necessary for safe operation; and (6) if applicable, the relationship with any parent corporation.

Q: What are examples of the types of modifications that would be readily achievable in most cases?

A: Examples include the simple ramping of a few steps, the installation of grab bars where only routine reinforcement of the wall is required, and similar modest adjustments.

Q: Will businesses need to rearrange furniture and display racks?

A: Possibly. For example, bars may need to rearrange tables in order to permit access to wheelchair users.

Q: Does the ADA require existing buildings and newly constructed facilities to meet the same standards? A: No. The ADA establishes different requirements for existing facilities and new constructions.

Q: If an area of my store is reachable only by a flight of steps, would I be required to add an elevator?

A: Usually, no. The readily achievable standard does not require barrier removal that requires burdensome expense, and in most cases, installing an elevator would qualify as a burdensome expense.

Q: I have a portable ramp that we use for deliveries – can't I just use that?

A: Yes, you could, but only if the installation of a permanent ramp is not readily achievable. If you use a portable ramp, it should be properly secured and staff should be trained in its safe use.

Q: What if I'm not able to remove barriers at this time due to my financial situation? Does that mean I'm relieved of current responsibilities?

A: No. When you can demonstrate that the removal of barriers is not readily achievable, you must make your goods and services available through alternative methods, if such methods are available and readily achievable. Keep in mind that barrier removal is a continuing obligation that changes as your circumstances change.

Q: When barrier removal is not readily achievable, must alternative steps be taken without regard to cost? A: No, only readily achievable alternative steps must be undertaken.

Q: Must my business have handicapped-accessible restroom facilities?

A: Not as far as your license with the WV Lottery is concerned. **The Lottery is only interested in making sure that your lottery games are accessible to disabled persons.** That does not mean that as a private citizen you do not have other obligations under the ADA, such as accessibility to your restrooms, but it does mean that the Lottery is not required to assure your compliance in regard to those other obligations in order to grant or renew a license.

Q: I have removed all barriers that are readily achievable, but there are still barriers to my lottery games.

Can I honestly say that I am in compliance with the ADA?

A: **Yes. If you have removed all barriers that are readily achievable, then you are ADA- compliant and may so answer on your license form.**

APPLICANT CHECKLIST

Completed Corporate Buyout application	Must be completed in its entirety
\$250 Corporate Buyout Fee (Non-Refundable)	Business Check, Money Order, Official Bank Check
ABCA License *1	Contact the ABCA and change/add the members/officers to your ABCA license. Tell them it is a Corporate Buyout.
WV Secretary of State Business License *2	Contact the Secretary of State and change/add the members/officers to your business license.
Corporate Letter	Stating the minutes and re-distribution of stock in the corporation, signed by the member/officers, and notarized.
Bill of Sale	Seller and Buyer need Notary, Number of Permits, Business Entity being purchased, DBA Name, and Effective Date, including building. Bill of Sale listing all assets and all debts. (Include Rider – Will the debt and liability stay with seller?)
ADA Compliance	Complete Form
Voided check or deposit slip *3	Part of the Electronic Fund Transfer (EFT)
Building Lease Agreement	Lease/Rental Agreement for the location (unless owned by applicant)
WV Tax Business Registration Certificate *4	The certificate with the West Virginia seal in the background.
Workers' Compensation Insurance or Exemption Form *5	Proof of Coverage or Complete the Exemption Form (no employees)
Unemployment Coverage Letter with Work Force WV *6	Call the Unemployment Compensation office for this letter
Individual Release Form and Fingerprint Information Form (each member/officer) *7	- Each owner/officer is required to complete Live Scan fingerprinting through IdentoGO for the West Virginia Lottery.

*1 WV ABCA 900 Pennsylvania Ave Charleston, WV 25302	*2 Secretary of State State Capitol - Suite 157-K 1900 Kanawha Blvd. E Charleston, WV 25305	*3 WV State Treasurer's Office Grace Gilmore State Capitol Bldg. 1, Rm E-145 1900 Kanawha Blvd, Charleston, WV 25305	*7 WVL - Fingerprint Information https://uenroll.identogo.com 855-766-7746
304-356-5500 1-800-642-8208 Fax: 304-957-0306	304-558-6000 1-866-767-8683	304-340-1569 Fax: 304-558-4179	- Appointments can be scheduled online at https://uenroll.identogo.com or by calling 855-766-7746. - Service Code: 228RK3 - Fingerprints obtained by the ABCA for their licensing requirements are not acceptable for use by the WV Lottery.
*4 WV Tax Department 304-558-3333 1-800-982-8297	*5 Workers' Compensation Coverage Contact your insurance Company	*6 Unemployment Compensation 304-558-2451 To register, contact Status Determination 304-558-2677	

For questions, please contact Philip Dandy, Licensing Manager at 304-558-0500, Ext. 1907.



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.

1. You claim a lottery prize of \$600 or more directly from the WV 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 winners tax identification number [Form **W-2G**]¹ or
2. You are a sole proprietor of a business, a partner in a business, or the shareholder of an incorporated business that is a WV lottery retailer or sales agent, and the WV 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 WV lottery license or permit and you must allow the WV 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.

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 WV Lottery obtains your social security number, it will use the number for the purpose(s) cited above. The WV 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 WV Lottery's privacy policy, please contact the Legal Division at (304) 558-0500 extension 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.



MACHINE ASSIGNMENT PAPERWORK

To be completed and returned to lvloffice@wvlottery.com

The following three pages; Limited Video Lottery Installation Procedure, Intrastate Transportation of Limited Video Lottery Terminals between Locations and the Floor Plan is to be completed and emailed to lvloffice@wvlottery.com.

- The Current location will be the old LR and/or name of the Retail Business.
- The New Location will be the new LR and/or name of the Retail location.
- The Current location Floor Plan will have the old information.
- The Proposed Floor Plan will have the new information.

LIMITED VIDEO LOTTERY INSTALLATION PROCEDURE



Initial Installation	Change Of Ownership	Previous LR #
Additional Machine(s)	Change Of Location	Corporate Buy Out/DBA Name Change
Swap Out	Broker Agreement	Safe Cash Installation
Floor Plan Change	Change Of Operator	Operator Owned Retail Location

Date Submitted:	Effective Date For Change Of Operator:	Control #:
WV Lottery License # LR: 00	Establishment DBA Name:	Beer Liquor

Establishment Address:	Establishment County:
Establishment City:	Establishment Zip:
Mailing Address: (City, State & Zip)	Establishment Phone:
	Establishment Fax #:

PHONE # WILL ONLY BE NEEDED IF THE LOCATION REQUIRES DIAL-UP SERVICE; NOT REQUIRED FOR CELLULAR.

Operator:	Operator License #: LO 000	Operator Phone #:
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****MACHINE INFO: ALL MACHINES WILL NOW BE ON LINE 1****

COMMUNICATIONS:		Dial Up IP (Assigned by Lottery)		DX Phone#		PARTNERTECH			
Line	Poll	Serial #	Model #	VGM #	Mfg	Current Chip Set	New Chip Set	O/R	COMMENTS:
	1								
	2								
	3								
	4								
	5								
	6								
	7								
	8								
	9								
	10								

LOTTERY USE ONLY

Initial	Date	Department	Initial	Date	Department
		LVL Security-Office			Computer Room
		Licensing			LVL Assignment
		Permitting			LVL Security Investigator
		Legal-Contract Review			Computer Room-Complete

FAX information to the West Virginia Limited Video Lottery Security office:
(304) 558-6637 or email to lvloffice@wvlottery.com.

1. **24-hour notice to LVL Security to be present at time & date the terminal should be disabled.**
2. Complete this form then fax to **304-558-6637** or e-mail to lvloffice@wvlottery.com prior to movement of terminal.
3. If terminal is in your warehouse, then transport the terminal and notify LVL Security once the terminal is ready to be enrolled. If terminal is in a retail location, then notify LVL Security to arrange for Security personnel to be present and time and date of removal, transport and reinstallation.
4. **The Operator will retain copies for 2 years.**

08/2026



FLOOR PLAN

Current Floor Plan		Proposed Floor Plan		Daytime Telephone #:	
DBA Name:					
LVL License #:		LR 00		Control #: (all 6 digits)	
Date Submitted:		ABCA License Type:		Beer Liquor	