



**Dave Heineman**  
Governor

STATE OF NEBRASKA

DEPARTMENT OF REVENUE  
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[www.revenue.ne.gov/gaming](http://www.revenue.ne.gov/gaming)

## Instructions for Completion of 2010-2012 County/City Lottery License Renewal Applications

Enclosed are your 2010-2012 county/city lottery license renewal applications. If you intend to renew your licenses, the completed applications and appropriate license fees must be submitted to the Charitable Gaming Division by April 1, 2010. For your convenience, a portion of the information that you have provided in the past has been preprinted on the applications. If any of the preprinted information is incorrect, please mark through the incorrect information and fill in the accurate information. Also add any missing information for the owners listed. Please type or print legibly.

### Lottery Operators and Sales Outlet Locations:

If any of the owners, partners, members, or corporate officers of the lottery operator or sales outlet location are not listed on the preprinted application or there are any changes to the preprinted information, you may make the additions or changes directly to the preprinted application. However, if there has been a change of ownership resulting in a different legal entity applying for the license, the preprinted license renewal application may not be used. To report changes in ownership or to file new applications, the following forms are to be requested from the Charitable Gaming Division, completed in their entirety, and filed with this office. For a lottery operator, request the Nebraska Schedule I — County/City Lottery Operator Application, Form 50G. For a sales outlet location, request the Nebraska Schedule II — County/City Lottery Sales Outlet Location Application, Form 50G. These forms are also available in a fill-able format on our Web site: [www.revenue.ne.gov/gaming](http://www.revenue.ne.gov/gaming).

If you are not renewing a specific license, mark the "Not Renewing" box and return the application for our records.

### Signature:

The applications must be properly signed. All three types of renewal forms require the signature of a governing official. A governing official is the chief executive officer of the county, city, or village or any other elected or appointed official, including a governing board member, who has any decision-making responsibility regarding the conduct and operation of the lottery activity. In addition, the Nebraska Schedule I — County/City Lottery Operator Application, Form 50G, is to be signed by an owner, partner, member, or officer of the lottery operator. The Nebraska Schedule II — County/City Lottery Sales Outlet Location Application, Form 50G, is to be signed by an owner, partner, member, or officer of the sales outlet location.

### File Updated Information:

Although you are not required to resubmit any information that was included with your original license application or prior license renewals, you are required to keep current all information on file with the Charitable Gaming Division regarding your lottery. If you have not previously filed this information, please provide copies of any new lottery operator agreement, amendments to your existing lottery operator agreement, or authorized extensions to the agreement, any new ordinances or resolutions which have been adopted relative to your lottery, any changes to pay tables or rules of play, and any other official documents relating to your lottery.

## **Fingerprints, Personal History Record and Background Disclosures, and Affidavits by Spouse for Waiver:**

In conjunction with this renewal, lottery operator license renewal applicants will be required to complete and submit new Personal History Record and Background Disclosures. The individuals subject to this requirement are all owners, partners, members, corporate officers and their spouses (when applicable) and all corporate stockholders holding in the aggregate 10 percent or more of any class of stock in the corporation **unless such requirement has been met within the past 12 months**. A spouse who has no interest in the lottery operator should complete the Affidavit by Spouse for Waiver of Fingerprinting and/or Personal History Record and Background Disclosure Form. Both the Personal History Record and Background Disclosure form and the spousal waiver are available in a fill-able format on our Web site. Additional forms may also be requested from the Charitable Gaming Division.

Additionally, any of the individuals indicated above who have not been fingerprinted in the last six years will be required to be reprinted in conjunction with this license renewal. New fingerprints will not be required of an individual who has been fingerprinted by the Nebraska Liquor Control Commission within the past 12 months in conjunction with a liquor license application. The Instructions for Completing Fingerprint Application is available on our Web site. Fingerprint cards and Nebraska State Patrol envelopes are enclosed.

## **Criminal History Information:**

Included on the license renewal applications for lottery operators and sales outlet locations is a question regarding the criminal history of the individual(s) named in the application. Please read and answer this question carefully. If you answer "Yes" to the question and to the extent such information is available, provide the date and place the incident occurred, the court case or docket number under which it is filed, the original charge or ultimate disposition of the matter, and a description of the events which are the subject of the incident. If you fail to answer the question, the license application will be returned to you and the issuance of your license may be delayed. Failure to disclose a material fact to the Department on a license renewal application may also be considered grounds for license application denial.

**Mail the applications and appropriate fees to the Nebraska Department of Revenue, Charitable Gaming Division, P.O. Box 94855, Lincoln, NE 68509-4855**

**All applications to renew county/city lottery licenses must be submitted to our office no later than April 1, 2010.** Applications postmarked by the due date will receive priority. Any applicant whose renewal application is postmarked after the April 1, 2010 due date might not have a 2010-2012 license on June 1, 2010. An administrative fine may be imposed on all applicants not filing their license renewal applications on time. Any county, city, village, lottery operator, or sales outlet location which does not hold a 2010-2012 license required by Nebraska law on June 1, 2010, must cease county/city lottery activity until the applicable license is physically present to allow legal operation of the game.

The fee for each county, city, or village license is \$100 for the biennial licensing period. The lottery operator license fee is \$500 for the biennial licensing period. There is no license fee for a sales outlet location.

If you have any questions regarding your county/city lottery or need appropriate forms or additional information, please contact the Charitable Gaming Division, telephone (402) 471-5937 or toll free (877) 564-1315.