

# Office of the Arkansas Lottery

## Retailer Application Package

### Checklist ✓

Please use this checklist to ensure that your application package is complete. Incomplete information can delay the approval of your Office of the Arkansas Lottery (OAL) Retailer Application. Should you have questions, please contact your Marketing Sales Representative:

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\_\_\_\_\_ 1. Fill out the **Retailer Application**. Ensure that in *Section One-Business and Applicant Information* you provide the personal data on the **authorized Responsible Person**. Upon completion of the application, have it **notarized**.

\_\_\_\_\_ 2. Complete: (a) **ASP Identification Bureau Individual Record Check form (ASP-122)**; (b) **OAL Fingerprint Verification Form**, and (c) **two (2) Fingerprint Cards (FD-258)**. Enclose the completed forms in the separate envelope provided. Note: You must complete and return **both** completed **Fingerprint Cards**.

\_\_\_\_\_ 3. Complete the **Electronic Fund Transfer (EFT) Authorization Form** and a **void business check**.

\_\_\_\_\_ 4. If you are leasing your location, the **OAL Landlord Release Form** must be completed and signed by your landlord. This form documents your landlord's written approval for the installation of communications equipment in the location.

\_\_\_\_\_ 5. Prepare the **appropriate application fee** (\$100 for the first location and \$25 for each additional location) in the form of a **business check, cashier's check, or money order**.

\_\_\_\_\_ 6. Once you have completed all of the application materials, return them to: **Office of the Arkansas Lottery, ATTN: Licensing Dept., P.O. Box 3238, Little Rock, AR 72203-3238**.

\_\_\_\_\_ 7. After your application has been approved and you receive the **Retailer Contract**, review the terms and conditions of the contract. If in agreement with terms and conditions, **sign the contract and return to OAL with \$10 Fidelity Fee and proof of surety bond**.

\_\_\_\_\_ 8. Review the **Office of the Arkansas Lottery Retailer Rules** and retain for future reference.

**ADDITIONAL RETAILER APPLICATION FORMS CAN BE REQUESTED  
OR DOWNLOADED DIRECTLY FROM THE WEB SITE:  
<http://www.myarkansaslottery.com/become-retailer>**