



# Application for Registration Lottery Retail Contract Manager or Designate Contract Manager

## Gaming Policy and Enforcement Branch – Registration and Certification Division

**Mail:** PO Box 9202, Stn Prov Govt, Victoria, BC V8W 9J1  
**Courier:** 3rd Floor, 910 Government St., Victoria, BC V8W 1X3  
**Telephone:** (250) 356-0663 | **Website:** [www.gaming.gov.bc.ca](http://www.gaming.gov.bc.ca)

### BEFORE YOU START – INFORMATION AND INSTRUCTIONS

#### About This Application

Use this application to initially apply for Lottery Retail Contract Manager registration or Designate Contract Manager registration with the Gaming Policy and Enforcement Branch.

#### Who Must Complete This Application?

This application form must be completed by a senior official of the services provider who has “managerial responsibility” for a Lottery Retailer Agreement (“LRA”) contract with the British Columbia Lottery Corporation (“BCLC”) to sell lottery tickets or provide other types of provincial gaming. This person is hereinafter referred to as a Contract Manager. The Gaming Policy and Enforcement Branch (“GPEB”) may, in its sole discretion, register additional persons who have been delegated managerial responsibility (Designate Contract Manager) by the service provider for the LRA.

#### Information About the Contract Manager or Designate Contract Manager

The Contract Manager or Designate Contract Manager is a person, who has managerial responsibility for a lottery retail business or hospitality facility where lottery tickets are sold or other types of provincial gaming are provided. Responsibilities include, but are not limited to:

1. Overseeing or coordinating lottery product sales;
2. Managing compliance issues with respect to the sale of lottery products; and
3. Exercising significant decision-making authority with respect to the sale of lottery products by the lottery ticket retailer.

#### Application and Attachment Notes

<p><b>!</b> <u>Original</u> applications must be completed in full. Your signature is required in Section 5. Incomplete or improperly completed applications will not be processed.</p>	
<p>Include a colour copy of a legible valid photo ID such as a driver’s licence, British Columbia ID, or passport.</p>	
<p>If you are not a Canadian citizen, include a copy of your landed immigration papers or work permit, or permanent residence card.</p>	
<p>Include a non-refundable application fee of \$45 for each Contract Manager or Designate Contract Manager application submitted. Payment is by money order or company cheque payable to the “Minister of Finance”; personal cheques are not accepted.</p>	
<p>Submit <u>original</u> applications and all supporting documentation by mail or courier.</p>	<p><b>Mail:</b> Gaming Policy and Enforcement Branch Registration and Certification Division (Lottery) PO Box 9202 Stn Prov Govt Victoria, BC V8W 9J1</p>
	<p><b>Courier:</b> Gaming Policy and Enforcement Branch Registration and Certification Division (Lottery) 3rd Floor, 910 Government Street Victoria, BC V8W 1X3</p>

#### General Application Information

Please note that applicants must be 19 years of age or older. Registration is for a three year period and is not transferable to any other person or employer. Every question in the application must be answered except where it is indicated that a response may not be necessary.

**BEFORE YOU START – INFORMATION AND INSTRUCTIONS**

**General Application  
 Information Continued**

Please read each question carefully. Submitting the application gives the GPEB authority to investigate your answers. Where there is not enough space for your answers, use a separate sheet of paper and indicate clearly which question is being answered. You must read each page of this application and ensure that your answers on each page are correct. Full disclosure is required, including Young Offender information pursuant to Section 119 (1) (o) of the Youth Criminal Justice Act. Failure to fully disclose is deemed to be sufficient grounds to deny your application.

**NOTE: During the investigation process, you are required to advise GPEB immediately of any changes to the information you have submitted in your application. If it is determined after you have been registered that your answers on this application were not complete or correct, your registration may be cancelled.**

This application, and the information being requested, has been reviewed to ensure that the application complies with privacy protection in the Freedom of Information and Protection of Privacy Act (BC).

You may be ineligible for registration if:

- You have been convicted or are subject to pending criminal charges in any country, province, state or territory.
- A successful civil claim has been brought or there is a civil claim pending against you and such claim is based in whole or in part on fraud, theft, misrepresentation or similar conduct.
- Your behaviour is considered, on reasonable grounds, to be a detriment to the integrity or lawful conduct or management of gaming.

Background checks will include but are not limited to credit history, criminal record, Police Information and other indices checks including internet searches. The Canadian Police Information Centre (CPIC) database records will be queried for the disposition of all charges for which a person has been fingerprinted (Criminal Record) and all outstanding charges currently before the courts. Police records will be queried through the Public Safety Portal (PSP) which accesses RCMP, City, Municipal, Provincial, Federal police databases and any other law enforcement databases in Canada. These databases record all complaints the respective police departments investigate and include information related to non convictions and charges regardless of disposition. Checks will be conducted through State, County, Sheriffs, FBI or other police databases in the USA that are appropriate. Therefore full disclosure of all criminal and civil proceedings is required and each case will be decided on its own merit. If necessary, an applicant will be required to provide fingerprints to verify whether or not they have a criminal record.

The information requested in this application is collected under the authority of the Gaming Control Act (SBC 2002). Copies of the Gaming Control Act and the Gaming Control Regulation are available at: [www.gaming.gov.bc.ca](http://www.gaming.gov.bc.ca)

Any questions relating to the collection of personal information may be directed to the Executive Director of Registration and Certification at the address noted below.

**Record Keeping**

Keep a copy of your application and all submitted documents for your records.

<p><b>How to Contact the Registration and Certification Division or Notify the Director of Registration and Certification</b></p>	<p><b>By Mail:</b>                  Gaming Policy and Enforcement Branch                  Registration and Certification Division (Lottery)                  PO Box 9202 Stn Prov Govt                  Victoria, BC V8W 9J1</p>	<p><b>By Phone:</b>                  (250) 356-0663</p>	<p><b>By Fax:</b>                  (250) 356-0782</p>
<p><b>Submit applications and all supporting documents by mail or courier.</b></p>	<p><b>By Courier:</b>                  Gaming Policy and Enforcement Branch                  Registration and Certification Division (Lottery)                  3rd Floor, 910 Government Street                  Victoria, BC V8W 1X3</p>		



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**Incomplete applications will not be processed!**

**SECTION 1 – APPLICANT INFORMATION PLEASE PRINT CLEARLY**

<b>Surname:</b> (current legal surname)		<b>First name:</b> (legal first name)		<b>Middle name(s):</b> (legal middle names or N/A)	
<b>Name you are known by:</b>					
<b>Home address:</b> (current address) Unit and Street			City	Province	Postal Code
<b>Mailing address for correspondence:</b> (if different than above) Unit and Street			City	Province	Postal Code
<b>Home phone number:</b> (XXX) XXX-XXXX		<b>Business phone number:</b> (XXX) XXX-XXXX ext		<b>Cell phone number:</b> (XXX) XXX-XXXX	
<b>E-mail address:</b> (provide a valid e-mail address)					
<b>Date of birth:</b> (YYYY-MM-DD)		<b>City of birth:</b>		<b>Province or state of birth:</b>	
<b>Country of birth:</b>					
<b>Social Insurance Number:</b>		<b>Gender:</b> <input type="checkbox"/> M <input type="checkbox"/> F		<b>Maiden name:</b> (maiden name or N/A for not applicable)	
<b>Are you a Canadian citizen:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, you must supply landed immigrant or work permit documents, or permanent residence card.			<b>Immigration status:</b> (i.e. visitor, working visa, landed immigrant, etc.)		
<b>Legal name of lottery retail business:</b> (corporate name)				<b>Retailer number:</b>	
<b>Security question:</b> for the purposes of facilitating telephone contact between GPEB and the applicant, please provide a security question and answer (e.g. Question: What is the name of your pet?   Answer: Rover)					
<b>Question:</b>					
<b>Answer:</b>					
<b>If not renewing, have you ever been employed by the gaming sector in B.C.?</b> (if YES, provide the name of the company)					<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employment:</b> (For the past five (5) years – include non-employment (maternity leave, etc.) – attach a separate sheet if more space is required)					
<b>Employer:</b>	<b>From – To:</b> (MM/YY – MM/YY)	<b>Full business address:</b>		<b>Occupation / Title:</b>	<b>Reason for termination:</b>
<b>Residences:</b> (list residences for the for the last five (5) years – include current residence – attach a separate sheet if more space is required)					
<b>Dates:</b> (MM/YY – MM/YY)					
<b>Address:</b> Unit and Street		<b>City:</b>		<b>Prov / State:</b>	

**SECTION 2 – DISCLOSURE A**

Full disclosure of all incidents and offences is required, including Young Offender information pursuant to Section 119(1)(o) of the Youth Criminal Justice Act. Failure to fully disclose all incidents and offences is deemed sufficient grounds to deny your application.

Have you in the last 10 years, in any jurisdiction, been:	Arrested	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	Stopped or Detained (such as for shoplifting, impaired driving or any other offence)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	Charged with any criminal offence, whether found guilty or not	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	Diverted or received Alternate Justice (such as for theft, shoplifting)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	Convicted of any criminal offence, regardless of the sentence	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	Investigated or had a claim made against you by anyone (based in whole or in part on fraud, deceit, misrepresentation, breach of trust or similar conduct)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Cases: (complete this section if you answered YES to any of the above – provide details as indicated below – list all cases without exception including those in which you were not charged or convicted – attach a separate sheet if more space is required)					
Date of Arrest / Detention: (YYYY-MM-DD)	Age:	Charge / Claim:	Location: (City, Prov / State)	Disposition:	Arresting Agency:

**SECTION 3 – DISCLOSURE B**

1. Have you ever been a defendant in any civil action related to fraud, theft, deceit, misrepresentation or similar conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you been suspended, disqualified, censured or had disciplinary action instituted against you, as a member of a profession or organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever had any license or permit issued to you or your place of business for which you received a warning, suspension, revocation, conditions attached, or received any fine or penalty?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you declared bankruptcy or received assistance from a regulatory body or a court because of an outstanding debt?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered YES to any of questions 1-4 above, provide details below: (attach a separate sheet if more space is required)	

**SECTION 4 – ADDITIONAL REQUIREMENTS (APPLICATION ATTACHMENTS ETC.)**

<input checked="" type="checkbox"/>	The following are required to complete this application: (submit all supporting documentation with your application – do not fax)	
<input type="checkbox"/>	Personal identification	Include a colour copy of a legible valid photo ID such as a driver's licence, British Columbia ID, or passport.
<input type="checkbox"/>	Immigration papers or work permit	If you are not a Canadian citizen, include a copy of your landed immigration papers or work permit, or permanent residence card.
<input type="checkbox"/>	Application fee	Include a non-refundable application fee of \$45 for each Contract Manager or Designate Contract Manager application submitted. Payment is by money order or company cheque payable to the "Minister of Finance"; personal cheques are not accepted.
<input type="checkbox"/>	Signature	Your signature is required in Section 5 of this application.

**GAMING POLICY AND ENFORCEMENT BRANCH USE ONLY**

CPIC <input type="checkbox"/>	PSP <input type="checkbox"/>	Interpol <input type="checkbox"/>	PIRS <input type="checkbox"/>	GOS <input type="checkbox"/>	JUSTIN <input type="checkbox"/>	Other _____
Checks conducted by:					Date:	
Approved <input type="checkbox"/>		Rejected <input type="checkbox"/>		Date of approval:		Approved by:
GAMW #:	Application #:	Reg #:	Receipt #:	BE #:		

**SECTION 5 – CONSENT AND CERTIFICATION**

**NOTE:** Applicants must provide their signature in the space provided below to indicate they understand and agree to the following.

**Consent to the Use and Disclosure of Personal Information**

I hereby authorize:

1. The Gaming Policy and Enforcement Branch (GPEB) to investigate my suitability, or continuing suitability, for Registration in the gaming industry pursuant to Part 7 and 8 of the Gaming Control Act and Gaming Control Regulation. I understand that GPEB is required to protect the confidentiality and privacy of personal information provided, in accordance with The Freedom of Information and Protection of Privacy Act (British Columbia).
2. Any City, Municipal, or Provincial Police department, law enforcement agency or public body including GPEB, pursuant to Section 33 of the Freedom of Information and Protection of Privacy Act (British Columbia), and the Royal Canadian Mounted Police pursuant to Section 8 (1) of the Privacy Act of Canada, to release any and all personal information and records, (including convictions, non convictions and charges regardless of disposition) retained by them in their files or electronic databases accessed through the Public Safety Portal (PSP) query as well as PIRS and CPIC or any other Police or Court Information indices and databases including the internet that are necessary for GPEB to perform registration and enforcement responsibilities under the Gaming Control Act.
3. Any Organization pursuant to Section 6 (2) (a) of the Personal Information Protection Act (British Columbia), to disclose my personal information to GPEB in order for GPEB to conduct a background investigation in accordance with the Gaming Control Act.
4. GPEB and any Police Departments, Public Bodies or Organizations noted in paragraphs 2 and 3 above to utilize this consent to conduct any future background checks and/or release any documents necessary to continue registration or to approve any subsequent applications including electronic applications, submitted for registration renewals.

**Certification**

I certify that all of the information provided by me in this application for registration is true to the best of my knowledge and belief. If necessary, I will provide my fingerprints to verify whether or not I have a criminal record.

I understand that any false or inaccurate statements made in this application for registration, or failure to disclose is deemed sufficient cause for rejection of my application by GPEB.

I understand that any false or inaccurate statements made in this application for registration which may be revealed subsequent to my employment with the gaming company, could result in the suspension and/or revocation of my registration.


I certify that I have read and understand the attached conditions of registration.

**Background Checks and Disclosure of Personal Information**

Background checks will include but are not limited to credit history, criminal record, Police Information and other indices checks including internet searches. The Canadian Police Information Centre (CPIC) database records will be queried for the disposition of all charges for which a person has been fingerprinted (Criminal Record) and all outstanding charges currently before the courts. Police records will be queried through the Public Safety Portal (PSP) which accesses RCMP, City, Municipal, Provincial, Federal police databases and any other law enforcement databases in Canada. These databases record all complaints the respective police departments investigate and include information related to non convictions and charges regardless of disposition. Checks will be conducted through State, County, Sheriffs, FBI or other police databases in the USA that are appropriate. Therefore full disclosure of all criminal and civil proceedings is required and each case will be decided on its own merit. If necessary, an applicant will be required to provide fingerprints to verify whether or not they have a criminal record.

You must provide GPEB with the written authorization necessary to allow the police or other public bodies to release relevant information including information relating to the Young Offenders Act to GPEB for the purposes of registration and enforcement of the Gaming Control Act.


The information requested in this application is collected under the authority of the Gaming Control Act (SBC 2002).



**Please ensure your application is complete. Incomplete applications will not be processed.**

Your business will not be permitted to sell lottery products until the contract manager or designate contract manager is fully registered with the Gaming Policy and Enforcement Branch.

Submit original applications and all supporting documentation by mail or courier; do not fax (see addresses at the beginning of this application form).

<b>Signature of applicant:</b> 	<b>Name:</b> (print your full name)	<b>Effective today:</b> (YYYY-MM-DD)
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**SECTION 6 – CONDITIONS OF REGISTRATION**

Failure to comply with any of the following conditions may be grounds for the General Manager (GPEB) or delegated authorities to cancel registration. Registration may not be transferred to any person, and registration is ceased when your employment or position ends.

**1. Conditions of Registration**

As a condition of registration, the contract manager must:

- a) Agree to co-operate in background investigations as requested by the General Manager; and
- b) Remain employed as a contract manager.

**2. Compliance Required**

A registrant must comply with:

- a) Part 8 of the *Gaming Control Act*;
- b) Part 8 of the Gaming Control Regulation;
- c) Policies, standard operating procedures, orders and directions of the General Manager, including:
  - i. Rules of the General Manager provided to registrants, as stated in section 35 (3) of the *Gaming Control Act*;
- d) Conditions set out in this policy or from time to time established by the Director of Registration; and
- e) Specific conditions, if any, established by the Director of Registration for the registrant.

**3. Lottery Retail Site Certificate to Be Displayed**

- a) A lottery retail site certificate must be posted in public view at each lottery retail site.

**4. Notification of Certain Events**

The Director of Registration, GPEB, must be immediately notified if:

- a) The lottery retail site certificate is damaged, lost, misplaced or stolen;
- b) The contract manager changes his or her name;
- c) The contract manager is under criminal investigation, is charged, or has charges pending in relation to a criminal matter; or
- d) A civil suit involving allegations of fraud, theft, deceit, misrepresentation or similar conduct is commenced against the contract manager.

<b>How to Contact the Registration and Certification Division or Notify the Director of Registration and Certification</b>	<b>By Mail:</b> Gaming Policy and Enforcement Branch Registration and Certification Division (Lottery) PO Box 9202 Stn Prov Govt Victoria, BC V8W 9J1	<b>By Phone:</b> (250) 356-0663	<b>By Fax:</b> (250) 356-0782
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