



<p><b>For office use only.</b></p> <p>Retail Agent License #:</p> <p>Date Activated:</p>
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## Application for License to Sell Lottery Tickets

Please complete this entire application. When completed, return this application to the Maine State Lottery with a fifty dollar (\$50.00) non-refundable application fee made payable to the Treasurer of State. An incomplete or illegible application will be returned without being reviewed. For questions relating to this application, please call (207) 287-3721.

### Section 1: Type of Application

- New       Change of ownership of an existing licensed location

### Section 2: Type of Ownership: (select only one)

- A.  Individual
- B.  Sole proprietorship
- C.  Partnership
- D.  Corporation
- E.  Limited Liability Company
- F.  Limited Partnership
- G.  Limited Liability Partnership

Federal Tax Identification Number: (if B, D, E, F or G is checked) \_\_\_\_\_

### Section 3: Name of Business:

\_\_\_\_\_

### Section 4: Location of Business: (town/city and county) \_\_\_\_\_

### Section 5: Address and Telephone Number of Business:

Physical Address: \_\_\_\_\_

\_\_\_\_\_

**Mailing Address:** (if different) \_\_\_\_\_  
\_\_\_\_\_

**Business Telephone Number:** \_\_\_\_\_

**Alternate Telephone Number:** \_\_\_\_\_

**Section 6: Are you currently licensed by the Maine State Lottery in another location?**

Yes  No If yes where? \_\_\_\_\_

**Section 7: Type and Classification of Business; Hours of operation; Other Licenses.**

**A. Classification:** (select only one)

- |   |   |
|---|---|
| <input type="checkbox"/> 5000 Miscellaneous         | <input type="checkbox"/> 5700 Department/Box Store    |
| <input type="checkbox"/> 5400 Grocery Store/Market  | <input type="checkbox"/> 5715 Bowling Alley           |
| <input type="checkbox"/> 5415 Convenience Store     | <input type="checkbox"/> 5800 Tavern/Lounge           |
| <input type="checkbox"/> 5416 Convenience Store/Gas | <input type="checkbox"/> 5810 Restaurant              |
| <input type="checkbox"/> 5540 Service Station       | <input type="checkbox"/> 5910 Drug Store              |
| <input type="checkbox"/> 5600 Hardware Store        | <input type="checkbox"/> 5990 Newsstand/Card Shop     |
| <input type="checkbox"/> 5615 Video Store           | <input type="checkbox"/> 8640 Non-profit Organization |

**B. Type:** (select only one)

Year round  Seasonal

If seasonal, please provide months of operation: \_\_\_\_\_

**C. Hours of Operations:**

Monday: From: \_\_\_\_\_ to: \_\_\_\_\_  
Tuesday: From: \_\_\_\_\_ to: \_\_\_\_\_  
Wednesday: From: \_\_\_\_\_ to: \_\_\_\_\_  
Thursday: From: \_\_\_\_\_ to: \_\_\_\_\_  
Friday: From: \_\_\_\_\_ to: \_\_\_\_\_  
Saturday: From: \_\_\_\_\_ to: \_\_\_\_\_  
Sunday: From: \_\_\_\_\_ to: \_\_\_\_\_

**D. Date business to start operations:** \_\_\_\_\_



**B. Primary and Secondary Contacts for the Maine State Lottery.** Please provide the names, title, telephone numbers (business, home and mobile), fax number and email address for a primary and secondary contact for the Maine State Lottery.

Primary Contact:

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Secondary Contact:

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**Section 11: Background information. The Maine State Lottery will conduct a financial and criminal background check on all persons listed in the application. As part of this background check, please answer the following questions:**

- A.** Has anyone listed in Section 7 ever been convicted of an offense other than a traffic violation?  
 Yes       No
- B.** Has anyone listed in Section 7 ever been subject to any disciplinary action, past or pending, by any administrative, governmental, or regulatory body?       Yes       No
- C.** Has anyone listed in Section 7 ever been charged with a violation of any statute, rule, regulation or ordinance of any municipal, administrative, regulatory, or governmental body?  
 Yes       No
- D.** Is your business in default of taxes, fees or other obligation to the State of Maine or any of its governmental subdivisions?       Yes       No

**Note:** If the answer is **Yes** to any question in this section, please attach an additional sheet to this application with a complete description and details of the offense, disciplinary action or violation as described in this section.

**Section 12: Terms and Conditions of License with the Maine State Lottery.**

- A. The applicant agrees to be bound by and comply with the laws, rules and instructions promulgated by the Maine State Lottery if such license is issued;
- B. The applicant agrees to make available for sale to the public, valid lottery tickets during normal business hours;
- C. The applicant agrees to maintain a minimum of 16 active instant ticket games at all times;
- D. The applicant agrees to maintain a level of sales not below a minimum of \$350 per week for on-line games (Megabucks Plus, Powerball, Hot Lotto, Mega Millions, Weekly Grand Extra, Pick3 or Pick4 games). This level must be maintained during the last twelve weeks of the six-month trial period and then stay at this level. During the six-month trial period, the Lottery Field Operations staff will be available to work with the applicant on a plan to increase sales. **If the applicant sales do not meet this required threshold**, the applicant agrees to either pay the difference between the actual sales and the required sales amount until the \$350 threshold is met; or surrender their license to sell lottery tickets.
- E. The applicant agrees to maintain authorized displays; notices; drop boxes; and other materials used in conjunction with lottery ticket sales in accordance with the instruction of the Maine State Lottery;
- F. The applicant is responsible for the retail price of the tickets in the possession of the applicant;
- G. The applicant agrees that all lottery tickets accepted from the Maine State Lottery or its authorized distributor are deemed to have been purchased by the applicant and therefore, the tickets are the sole property of the applicant for purposes of this agreement and for liability for theft or other loss;
- H. The applicant agrees to have sufficient funds available to instantly pay (either by cash or check) all valid claims up to and including \$599.00 and to provide a lottery claim form to the claimants for all valid claims \$600.00 and over;
- I. The applicant must continuously carry significant insurance coverage for theft or other types of loss for all lottery tickets. The applicant must report any theft or loss of lottery tickets or equipment to the Maine State Lottery and must apply to the applicant's insurance company for reimbursement of the value of any tickets stolen or lost of any reason;
- J. The applicant agrees to maintain accurate records of all operations in conjunction with lottery ticket sales as required by the rules and instructions promulgated or issued by the Maine State Lottery;
- K. The applicant agrees to make available to the Maine State Lottery for inspection and audit those records the applicant is be required to maintain;
- L. The applicant agrees that the license issued as a result of this application may be revoked or suspended for any or all of the following reasons; but not necessarily limited to:
  - 1. Whenever the applicant knowingly uses false or misleading information to obtain a license;
  - 2. Whenever the applicant violates any of the provisions of Maine law relative to the Maine State Lottery or any rules or policies promulgated or issued by the Maine State Lottery; and
  - 3. Whenever it is determined by the Director of the Maine State Lottery or the director's designee that the applicant fails to meet minimum sales volume requirements.
- M. The applicant agrees that the Maine State Lottery will be held harmless from any liability in conjunction with operating and conducting lottery ticket sales if a license is issued.

**Section 13: Acknowledgment and Signatures.**

I certify under penalty of perjury that I have completed this application to the best of my ability and knowledge and that there are no misrepresentations or false information stated in this application. Additionally, I am aware that false or misleading information or statements are reasons for rejection of this application and the revocation or suspension of my license to sell lottery tickets. I agree to be governed by all laws and rules relating to the Maine State Lottery as well as the terms and conditions listed in this application. I further agree to consent to a criminal and financial background check as a condition of licensure.

**For an entity:** (complete if Section 1.D, E, F or G was selected)

Name and capacity authorized person: \_\_\_\_\_

Signature of authorized person: \_\_\_\_\_

Date: \_\_\_\_\_

**For an individual, sole proprietor or partnership:** (complete if Section 1.A, B or C was selected)

Name and Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<p><b>For Office Use Only</b></p> <p>This application for a license is:</p> <p><input type="checkbox"/> Approved      <input type="checkbox"/> Denied</p> <p>_____</p> <p>Official with the Maine State Lottery</p> <p>_____</p> <p>Date</p>
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Return completed and signed application to:

Bureau of Alcoholic Beverages & Lottery Operations  
8 State House Station  
Augusta, Maine 04333-0008