Retailer Common Questions – March 2026

1. How much is the credit check fee for a cooperative?

   Answer: Thirty-Five Dollars ($35).

2. Must each officer and director of a cooperative have a criminal history record check (record check)?

   Answer: Only the officers and directors who are primarily responsible for the financial affairs of the cooperative need to have a record check.

3. What is the purpose of the "Credit Check" form?

   Answer: This form provides personal information, enabling the Office of Attorney General to conduct a "credit check" of an individual as part of the retailer application process.

4. What is the purpose of a criminal history record check?

   Answer: The criminal history record check is conducted to maintain the integrity and security of the Lottery by ensuring that retailers, managers, and other individuals in positions of financial influence do not have a criminal record.

5. If an individual is both an officer and financial director for a corporation, are two separate record checks required?

   Answer: No.

6. Who completes the "Lottery Record/Credit Check" form?

   Answer: The person on whom the "record check" is being done.

7. Is a "credit check" required of each partner of a partnership or, for a corporation, of each shareholder who owns 10% or more of the common stock or of each corporate officer or director?

   Answer: No. A "credit check" is normally done only on a partnership entity and corporation entity, not on individuals.

8. Will the North Dakota Lottery provide a copy of the credit report to the applicant?

   Answer: The Lottery is not able to provide a copy of the credit report to a sole proprietorship; however, if a sole proprietorship is denied a license because of the credit history, the proprietor may request a free copy of the credit report from Experian. For a partnership and corporation, the North Dakota Lottery will provide a copy of the credit report to the applicant when the Lottery notifies the applicant of the results of the site selection.

9. If applications for several chain stores are submitted as a group, will all of the stores within that chain also receive a license?

   Answer: No. Each chain store will be selected for a license based on the merits of that individual store.

10. If a non-profit organization conducts games of chance in an alcoholic beverage establishment, can the organization apply for a license to sell lottery tickets?

    Answer: Yes. However, if a licensed alcoholic beverage establishment and an organization that conducts games at that site both want a license for the site, the bar has the first right to apply. If the bar does not apply for a license, the organization must obtain written authorization from the owner of the bar and provide the authorization with the application.

11. What fees may be required with the application?

    Answer:

    a. *Application Fee - $50*
    b. *Credit Check Fee - $3 (sole proprietor) or $35 (partnership or corporation)*
    c. *North Dakota Record Check Fee - $15 per individual*
    d. *Out-of-State Record Check Fee – varies by state*
    e. *License Fee - $500 (first year) and $150 (second and subsequent years)*

12. Can license retailers, their employees and managers, buy lottery tickets at their own businesses?

    Answer: Yes.

13. May a minor employee of a licensed retailer sell lottery tickets?

    Answer: Yes.

14. Is a retailer required to withhold any federal or North Dakota income tax from a player's cash prize?

    Answer: No.

15. When will the Lottery credit a retailer's account for the value of a redeemed winning ticket?

    Answer: Weekly through an EFT transaction.

16. Is the retailer responsible for insuring the lottery equipment?

    Answer: No. The lottery vendor is responsible for insuring its equipment.