Lottery Retailer License Application Instructions

April 2026

Thank you for your interest in becoming a licensed retailer to sell lottery tickets in partnership with the North Dakota Lottery. The Lottery, our state's newest business, will prove exciting and rewarding for lottery retailers.

Please read the instructions carefully before completing the application. Also, it is important that you read the documents or forms titled:

- "General Information for Applicants of a Lottery Retailer License" - This provides information on eligible businesses, selection criteria, licensing process, and other interesting items.

- "Lottery Record/Credit Check" - This form is required in order to complete a criminal history record check and a credit check – the record check determines whether an individual has a criminal history record that would disqualify the applicant for a license (see North Dakota Century Code section 53-12-13 (b)(1))

- "Common Questions" - This provides answers to common questions about the application and licensing process, especially related to cooperatives.

Information reported on an application form is confidential, except the applicant's name and business address.

A separate application must be completed for each business applying for a license, including each store within a chain of stores.

Single Business/Chain Store Applications

If an applicant is completing an application for only one business, pages 1 and 2 of the "Lottery Retailer License Application" must be completed.

If an applicant, such as a chain store, is completing application for more than one business and is submitting all the applications at the same time, page 1 of the "Lottery Retailer License Application" must be completed for each of the businesses, and page 2 may be completed for only one of the businesses.

Applications from chain stores should be submitted through the chain stores' central office, to avoid duplicate applications. If the business is part of a chain, please consult with the central office before completing the application. For businesses to be classified as part of a chain of stores, all the businesses must have: 1) the same ownership; 2) all major financial transactions controlled, managed, and major payments made by the central office; 3) the same Federal Employer Identification Number; and 4) the ultimate management and control of the businesses reside with the central office.

Completing the Application

Please complete *all* applicable items on the application. Otherwise, processing of the application may be delayed or the incomplete application may be returned to the applicant for completion. The application has been designed to be clear and easy to complete.

Page 1:

- "**No. of Chain Store Apps.**" - If an applicant is completing an application for only one business, leave this field blank. If the applicant is a chain store that is completing applications for more than one business, complete this field. On each chain store application, enter a sequential number, starting with "1," on the first underline and enter the total number of chain store applications being submitted as a group on the second underline of the field. For example, if there are five chain stores in a chain for which applications are being submitted, the field on the application for the third chain store would be completed as "_3_ of _5_." For applications submitted for a chain of stores, page 2 is completed for only the chain store that has the number "1" entered on the first underline of the field (_1_ of __).

- "**Federal Employer ID No.**" - Enter the number the business uses to submit federal tax information. If the business is new and has not yet been assigned a number, enter the owner's social security number and provide the Federal Employer ID Number to the North Dakota Lottery when it is assigned.

- "**ND Sales Tax Permit No.**" - Enter the five or six -digit sales tax permit number assigned to the business by the North Dakota Tax Department. Do not enter the last two numbers following the permit number.

- "**DBA Business Name**" - Enter the name the business is most commonly known as - its "Doing Business As" name.

- "**Ownership Type**" - If the applicant is a sole proprietorship, list the person's full name (last name, first name, and middle name) and social security number. If the applicant is a cooperative, check the box for "Corporation."

- **Each question, 1 through 16,** must be answered or the application may be returned to the applicant for completion. If questions 3, 4, and or 7 are marked "yes," please provide details on a separate sheet and attach it to the application.

- **Questions 17 and 18** provide an applicant an opportunity to describe why the applicant should be considered for a license to sell lottery tickets. If more space is needed, attach a separate sheet to the application.

- **Attach a street map** of the specific area of the town or city where the business is located and place an "X" on the map to mark the location of the business. If the business is located outside a town or city, attach and mark a highway map of the area.

Page 2:

- **If an applicant is a chain store** and is completing applications for more than one business, complete page 2 for only the business that has the number "1" entered on the first underline of the field (_1_ of _) on page 1. Read the above instruction for "No. of Chain Store Apps."

- **License Application Fee** - A non-refundable retailer license application fee of $50 must be remitted for each application. For chain store applications, enter the number of applications submitted and multiply that number by $50. Enter the total amount in the "Amounts" column.

- **Credit Check Fee** - A non-refundable credit check fee of $3 for a sole proprietor, or a non-refundable credit check fee of $35 for a partnership or corporation (including a cooperative), must be remitted for each application, except for chain store applications. For a chain of stores, only one credit check fee of $35 is initially due since normally only one credit check is necessary. However, if an additional credit check is necessary on a sole proprietor, partnership, or corporation, including a chain of stores, the North Dakota Lottery will bill the applicant for the additional amount due. Check the box that indicates the ownership type of the business and enter the applicable amount in the "Amounts" column.

- **Record Check Fee** - A non-refundable North Dakota criminal history record check fee of $15 must be remitted with the application for each sole proprietor, each partner of a partnership and, for a corporation, for each shareholder who owns 10% or more of the stock and for each corporate director and officer who is primarily responsible for financial affairs. A North Dakota record check must be done regardless of which state that the person has resided or resides in during the previous five years. Enter the number of “Lottery Record/Credit Check" forms submitted and multiply that number by $15. Enter the total amount in the "Amounts" column.

- **Out-of-State Record Check Fee** - A non-refundable out-of-state record check fee must be remitted with the application for each sole proprietor, each partner of a partnership and, for a corporation, for each shareholder who owns 10% or more of the stock and for each corporate director and officer who is primarily responsible for financial affairs, who has resided or resides in a state other than North Dakota during the previous five years. Enter the person's name(s) on the

line(s), enter the 2-character state abbreviation, and enter the applicable fee for that state from the "Fee Schedule for Out-of-State Record Checks." If additional lines are needed, make a copy of page 2 and attach it to the application. Add up these fees and enter the total amount in the "Amounts" column. Refer to the "General Information for Applicants of a Lottery Retailer License" for more information on record checks.

- **Remit the total amount due** by check or money order, payable to "Office of Attorney General," with the application.

- **Sign the application** and enter the person's title and phone number, and legal business name, DBA business name (if different than legal name), and date.

- **Complete the 5-point checklist** before submitting the application and record/credit check forms.

If you have a question, please call the North Dakota Lottery at **701-328-1574**. **Submitting the Application**

Make a copy of the application and all attachments. Send the original forms, along with your check or money order for the total amount due, to:

OFFICE OF ATTORNEY GENERAL
LOTTERY DIVISION
1720 BURLINGTON DRIVE SUITE C
BISMARCK, ND 58504-7736