



Office of Lottery and Gaming



GAMES OF SKILL MACHINES

MANUFACTURER OPERATOR LICENSE APPLICATION INSTRUCTIONS

What is a Game of Skill Machine?

A Game of Skill Machine is a mechanical or electronic gaming device that rewards the winning player or players with cash, a gift card, or a voucher that can be redeemed for cash. A Game of Skill involves a game whereby the player's skill, not chance or luck, is the determining factor on whether the player wins or loses.

In accordance with the Act, each Manufacturer must obtain a license from the OLG to sell, lease, or operate Games of Skill Machines in the District.

The OLG regulates Game of Skill (GOS) Machines throughout the District, licensing and monitoring these operations for compliance with District and federal laws and regulations. The following provides the license types and associated fees. All fees are due prior to the issuance of the license. In the case of Game of Skill Machines, the fee must be paid prior to the issuance of the OLG registration sticker.

Manufacturer means a person/business who manufactures or assembles GOS Machines for sale or lease to Distributors or provides to Distributors major components or parts of GOS Machines for the repair or maintenance of GOS Machines.

Where can I find the Manufacturer License Application for Game of Skill Machines?

Copy Link/ Download: <https://forms.dc.gov/f/GamesofSkillApplication>

What documents are required to accompany a Manufacturer License Application in the District of Columbia?

- Basic Business License*
- Clean Hands Certificate*
- Enterprise Release Form*
- Testing Lab Certification*
- Government Issued Identification for All Owners*
- Key Personnel Release Form (All Owners With 10%) *
- Institutional Investor Certification (Attach One for Each Passive Investor With 10% Or More Interest) *
- Ownership and Corporate Structure of the Applicant*
- A written use agreement with a licensed Distributor for the placement or installation of a GOS Machines on the licensed establishment.

How can I submit my Manufacturer Application?

There are two ways of submitting your application. Please see below:

1. <https://forms.dc.gov/f/GamesofSkillApplication>.
2. Mail in or drop off your application to:
Office of Lottery & Gaming
Attn: Game of Skill Machine Application
2235 Shannon Pl SE,
4th Floor,
Washington, DC 20020

Please note, mailing and/or dropping your application off at our office will delay the application from being reviewed, and our preferred method of receiving your application is through our dedicated website

Application Information:

Under the application information section, you will be asked to select the option that best fits your purpose for completing this application.



Game of Skill Machine License Application

APPLICANT INFORMATION

Select the application type you are seeking by checking one of the boxes *:
Fill out required information here. All required fields are marked with an asterisk (*).

* New License

* Annual License Renewal

License Category: * Manufacturer * Distributor * Retailer

- **New License:** Will this be the first time you are requesting a Manufacturer License in the District of Columbia? If so, please select New License.
- **Annual License:** Has your Business been issued a Manufacturer License in the District of Columbia for Game of Skill? If so, select Annual License Renewal.
- **License Category:** Manufacturer means a person/business who manufactures or assembles GOS Machines for sale or lease to Distributors or provides to Distributors major components or parts of GOS Machines for the repair or maintenance of GOS Machines.

Applicant's Business Name and Address:



Game of Skill Machine License Application

APPLICANT INFORMATION

Select the application type you are seeking by checking one of the boxes *:
Fill out required information here. All required fields are marked with an asterisk (*).

* New License * Annual License Renewal

License Category: * Manufacturer * Distributor * Retailer

APPLICANT'S BUSINESS NAME & ADDRESS

Business Name *				
Business Trade Name or DBA Name *		FEIN *		
GoS License Number (Renewals Only): *	Business Phone Number *		Cell Phone Number *	
Business Address *	City *	State *	ZIP Code *	Ward :
Business Mailing Address (if Different) *	City *	State *	ZIP Code *	

- **Business Name:** Is the official name of the person or entity that owns a company. And, it's the name you use on your government forms and business paperwork.
- **Business Trade Name or DBA Name:** A trade name may be the actual name of a given business or an assumed name under which a business operates and holds itself out to the public.
- **FEIN:** Is a unique nine-digit number assigned by the Internal Revenue Service to business entities operating in the United States for the purposes of identification.
- **GoS License Number (Renewals Only):** A number issued by the District of Columbia to operate Game of Skill services in a licensed establishment. A licensed establishment means an on-premises Manufacturer establishment licensed by the Alcohol Beverage Regulation Administration ("ABRA") to sell, serve, and allow for the consumption of alcoholic beverages.
- **Business/Cellular Phone Number:** Is a phone number used to connect with customers based on a local city, area, or state. This local phone number starts with the area code and makes it comfortable for local customers to connect with your business.
- **Business Address:** Is an address that is used to designate your principal place of business. It is where your business is supposedly operating from but may not always be the case. The address is used for communicating with your customers and vendors.
- **City:** Self-explanatory.
- **State:** Self-explanatory.
- **Zip Code:** Self-explanatory.
- **Ward:** A ward is an administrative division of a city or borough that typically elects and is represented by a councilor or councilors. <https://planning.dc.gov/whatsmyward>

- **Business Mailing Address(If Different):** Self-explanatory.
- **City:** Self-explanatory.
- **State:** Self-explanatory.
- **Zip Code:** Self-explanatory.
- **License Number:** A business license allows you to legally conduct business in your state, city or county. A tax identification number (or employer identification number) is used to identify your business for tax purposes.

***Note Every Institutional (Passive) investor with 10% or more interest in the applicant must complete an Institutional Investor Inform.**

OWNERSHIP INFORMATION

Type of Ownership:

* Sole Proprietorship
 * Partnership(s)
 * Corporation (for profit)
 * Other (specify)

Answer all of the following questions:

- Yes * No * Has the business been in default of paying D.C., state, and/or federal taxes, fees, or other obligations in the past 10 years?
- Yes * No * Is the business currently late in payment of D.C., state, and/or federal taxes? Late in payment of interest or penalties?
- Yes * No * Has the business ever had a license suspended or revoked by a governmental authority?
- Yes * No * Has the business owner(s) been arrested and/or convicted of a felony within the last 10 years?
- Yes * No * Has the business owner(s) been convicted of a gambling related offense in the last 10 years?
- Yes * No * In the last five years, has the business owner(s) had pending matters concerning bankruptcies, judgments, liens, and/or collections?

***You must attach an explanation if you answered "Yes" to any of the questions above.**

- **Ownership Information:** Is a legal entity separate from its owners (sole proprietorship, partnership, and corporation). This creates a limited liability for all owners, but results in a double taxation on profits (first as a corporate income tax, then as a personal income tax when the owners take their profits).

CONTACT INFORMATION

CONTACT NAME FOR THIS APPLICATION

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name *	Middle Name:	Last Name *	Suffix (Jr., Sr., etc.):
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title *	Phone Number *	Individual Email Address:	Fax Number:

- **Contact Information:** Is the name and telephone number of the person(s) submitting the application or the name and number of the best person to speak with about the application.

BUSINESS OWNER (S) - 10% or greater beneficial or proprietary interest in the applicant

*Each owner with 10% or greater interest in the applicant is required to fill out the OLG Key Personnel Release Form, unless they are an institutional (passive) investor who possesses less than 25% interest in the applicant. Every institutional (passive) investor with 10% or more interest in the applicant must complete an Institutional Investor Form.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name *	Middle Name:	Last Name *	Suffix (Jr., Sr., etc.):
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title *	Date of Birth *	Social Security Number *	<input type="text"/>
<input type="text"/>			<input type="text"/>
Address *			Country *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State/Province *	City *	ZIP Code *	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ownership Percentage (if applicable):	Individual Email Address:	Phone Number *	

- **Business owner(s) 10% or Greater, or Proprietary Interest:** A business owner is the legal proprietor of a business. An individual or group that owns the assets of a firm and profits from them.

The Office of Lottery & Gaming does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status.

OPTIONAL - BUSINESS OWNER (for internal record-keeping purposes only, please select the appropriate choices below):

Race:	Gender	Education	Age Range
<input type="radio"/> American Indian or Alaska Native	<input type="radio"/> Male	<input type="radio"/> High School	<input type="radio"/> 18-25
<input type="radio"/> Asian	<input type="radio"/> Female	<input type="radio"/> Some College	<input type="radio"/> 26-35
<input type="radio"/> Black or African American	<input type="radio"/> Other	<input type="radio"/> Bachelor's Degree	<input type="radio"/> 36-55
<input type="radio"/> Native Hawaiian or Other Pacific Islander	<input type="radio"/> Prefer not to answer	<input type="radio"/> Master's Degree	<input type="radio"/> 55 plus
<input type="radio"/> White	Ethnicity	<input type="radio"/> Professional Degree	<input type="radio"/> Prefer not to answer
<input type="radio"/> Two or more races	<input type="radio"/> Hispanic or Latino	<input type="radio"/> Trade/Vocational School	
<input type="radio"/> Other	<input type="radio"/> Not Hispanic or Latino	<input type="radio"/> Prefer not to answer	
<input type="radio"/> Prefer not to answer	<input type="radio"/> Prefer not to answer		

- **Optional: Race, Gender, Education, Age Range:** The Office of Lottery & Gaming does not discriminate on the basis of race, Creed, Color, Ethnicity, National origin, religion, sex, Sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations and marital status.

***Note: Information provided for internal record-keeping purpose only**

License Conditions:

- **Clean Hands:** The District of Columbia “Clean Hands” mandate (D.C. Code § 47-2862) stipulates that individuals and businesses are to be denied City goods or services (e.g. licenses, permits, grants, contracts) if there is a debt owed to the District of Columbia of more than \$100 for fees, fines, taxes, or penalties; and/or failure to file required District tax returns.
- **Game of Skill:** A Game of Skill Machine is a mechanical or electronic gaming device that rewards the winning player or players with cash, a gift card, or a voucher that can be redeemed for cash. A Game of Skill involves a game whereby the player’s skill, not chance or luck, is the determining factor on whether the player wins or loses.
- **OLG Indemnification Notice:** As Condition of the licensure, the applicants must agree to indemnify and to save harmless the district of Columbia against any and all actions, claims, and demands of whatever kind or nature that the District of Columbia may Incur by reason of or in consequence of issuing a Game of Skill license to the licensee.

Credit Check and Release Information:

- **Background Check:** Background checks provides OLG the opportunity to check a person’s criminal record, education, employment history, and other past activities to confirm their validity.
- **Credit Check:** is a record of a person or business credit-to-debt ratio and shows how someone has managed credit and bill payments in the past.
- **Release of Information:** Is a document signed by the authorizing person owner, allowing the recipient or holder of the information to disclose or use the information through the consent of the owner.

What if I have additional questions?

If you have any questions, concerns, or comments, please contact us at 202-645-8000 or at GameofSkill_Info@dc.gov.