



Instructions for completing the Application for Ohio Lottery Retail Agent License

Section I

1. Do not write in this section.

Section II. Business Information

1. Write the business name (DBA), street address, city and zip code.
2. Write the business phone number, fax number, business e-mail address and liquor permit number (if applicable). Complete the shaded area (below e-mail address) completely if you are applying for monitor game (KENO) sales.

Section III. Mailing Address

1. Write the street address, city, state, and zip code of where you would like your mail to be sent, if it is different from the address in Section II.

Section IV. Business Principal Information

1. Write the full name, title, home street address, city, state, zip code, percent of ownership, date of birth, social security number and cell phone number (if applicable) for each principal.
2. Answer the question (b) at the bottom of Section IV, if you answer "YES" you are required to explain your answer in the blank space provided on page 2 of the application.

Section V. Store Hours

1. List the hours in which the business is open to customers.

Section VI. Legal Address

1. Follow the instructions listed in this section to complete your W-9 form.

Section VII. Certification, Acknowledgement and Agreement

1. Each principal must read the certification, acknowledgement and agreement.
2. Each principal listed in Section IV must sign, print name, title and date the form.
3. Have the form notarized.



Instructions for completing the Indemnification Agreement

1. Read the agreement
2. The majority shareholder must sign, print name and date the form in the space provided.



Instructions for completing the Ohio Lottery Commission Electronic Fund Transfer System (EFT) Form

1. Write the name of the banking institution to be used for the EFT account.
 2. Write the name of the business's EFT account.
 3. Enter the business name (DBA).
 4. The account holder (business principal) signs this section.
 5. Enter today's date.
 6. Enter the street address of the business.
 7. Enter the city where the business is located.
 8. Enter the state where the business is located.
 9. Enter the zip code of where the business is located.
 10. Leave blank
 11. Leave blank
 12. Leave blank
- Attach a voided check or bank letter to the EFT form.



Background Instructions

Each principal listed on the application is required to have their criminal background check performed.

There are six locations throughout Ohio where you can have your criminal background check performed. Please call the Ohio Lottery regional office nearest you to make your appointment. These locations are:

Cleveland – (216) 774-5757

Toledo – (800) 589-6442

Columbus – (800) 589-6445

Athens - (800) 589-6466

Cincinnati – (800) 589-9882

Canton - (800) 589-6467

Dayton - (800) 589-6463

You will be required to bring a copy of the Authorization to Release Criminal Record form and a valid ID with you, to your appointment, in order to have your criminal record check performed.