



[Retailer License Suspension – Alteration]
[Office of General Services]
[LOT-GS-0002]
[June 13, 2017]

PURPOSE:

The purpose of this Policy is to provide uniform and effective guidelines for dealing with those retailers who, due to physical alterations at their facility or business, are not able to perform the duties of an Ohio Lottery Commission (OLC) Sales Agent.

DEFINITIONS:

“**Physical Alterations**” are defined as remodeling the Retailer’s facility or business due to improvement (expand) or repair (fire, water damage) at the Retailer’s facility.

POLICY:

The Licensing Bureau may place Retailers into an “Agent-Alteration” status following notification of facility remodeling by the retailer. Retailers will be granted up to 90 days to complete alterations and resume distribution of OLC products.

BREACH OF POLICY:

A violation of any part of this policy may be subject to disciplinary action up to and including termination.

**THIS POLICY SUPERSEDES AND REPLACES ANY AND ALL PREVIOUSLY ISSUED POLICIES
ON THIS SUBJECT**



Revision History		
Status	Date	Changes
First Issue	January 3, 2000	-
Revised	July 2009	Content changes
Revised	June 13, 2017	Renumbered (Formerly AD-00-04 A.2)