



## COMMONWEALTH LOTTERY COMMISSION

P.O. Box 5234 CHRB, Saipan MP 96950 TEL: (670) 664-1100 Fax: 670 664-1115



### LOTTERY LICENSE INDIVIDUAL APPLICATION CHECKLIST INSTRUCTIONS

Business Name: \_\_\_\_\_

Individual Name: \_\_\_\_\_

Complete and return this checklist with your application. All applications must be arranged in the order listed below. A complete application will consist of the applicable documents/items listed below and any additional documents/items as may be necessary and/or required by CLC Regulations.

**The following forms and items must be submitted to the Commonwealth Lottery Commission.**

- ☐ This checklist completed and signed.
- ☐ Form 1 Application for a Commonwealth Lottery License: to be submitted by individual applicants, officers, directors, members, shareholders, etc.
- ☐ Form 1A Application for a Preliminary Finding of Suitability for Conditional License (if applying for conditional license).
- ☐ Form 4 Multi-Jurisdictional Personal History Disclosure Form.
- ☐ Form 5 Affidavit of Full Disclosure.
- ☐ Form 6 Release and Indemnity of All Claims
- ☐ Form 7 Request to Release Information. If the applicant is married, the applicant's spouse must also sign this form.
- ☐ Form 8 Fingerprint Receipt. Complete Form 8 and go to the CNMI Department of Public Safety (DPS) to have your fingerprints taken. Ensure the DPS fingerprint technician signs and dates the form. In the event fingerprinting is taken outside of the CNMI, three completed fingerprint cards (FD-258) for each individual applicant must be submitted. Ensure the printing facility signs and dates cards. Due to the FBI's chain of custody requirements the completed fingerprint cards must be mailed by the certified printing facility directly to the Commonwealth Department of Finance, Division of Revenue and Taxation, Gaming Enforcement Branch, P.O. Box 5234 CHRB, Saipan MP 96950, Attn: Patrick Sablan, Gaming Manager. ***Applicants will be given up to 60 days from the date of application to complete fingerprinting.***
- ☐ Form 8A Fingerprint Civil Applicant Waiver. ***Applicants will be given up to 60 days from the date of application to complete fingerprinting.***
- ☐ A Police Clearance: to be filed by each individual required to be licensed or found suitable.
- ☐ One copy of tax returns from the last three (3) years.

Each applicant needs to complete and sign a checklist attesting the information being provided to the Commission is accurate and complete, agrees to cooperate with all requests, inquiries, or investigations of the Commission. An applicant for a lottery license is seeking the granting of a privilege, and the burden of proving his/her qualifications to receive such a license is at all times on the applicant. An applicant must accept any risk of adverse public notice, embarrassment, criticism, or other action, or financial loss which may result from action with respect to an application, and expressly waives any claim for damages as a result thereof.

Name

Title

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Signature

Date

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