

# GPEB Registration Requirements for Lottery Retailers

December 2017

Created by BCLC Lottery Sales Division for Lottery Retailers

# REGISTRATION REQUIREMENTS – “NEW”

- ⦿ For the “New” Contract Manager who has never registered with GPEB:
  1. Application for Registration – Lottery Retail Contract Manager or Designate Contract Manager
  2. COLOUR copy of a legible valid photo ID such as a driver’s license, British Columbia ID, or passport Other
  3. Application fee of \$45.00 in money order, company or certified cheque payable to the “Minister of Finance”

The Contract Manager must be the same person who signs the Lottery Retail Agreement (LRA)

# APPLICATION INFORMATION

- Visit the GPEB website or Google “BC Gaming”
- <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/registration-certification>

The screenshot shows the British Columbia Government website. The header includes the BC logo, a search bar, and a navigation menu with links for 'Careers & MyHR', 'Services A-Z', 'Organizations A-Z', 'Forms A-Z', 'News', and 'Contact Us'. The main navigation bar highlights 'Gambling & Fundraising' with sub-links for 'Gambling in B.C.', 'Gaming Grants', 'Gambling Event Licence Fundraising', 'Horse Racing', 'Responsible Gambling', 'Registration & Certification', 'Enforcement & Investigations', and 'News & Updates'. The breadcrumb trail reads 'Home / Sports, Recreation, Arts & Culture / Gambling & Fundraising /'. The main content area is titled 'Registration & Certification' and contains text explaining that gambling industry workers, service providers, and supplies must be registered or certified by the Province of B.C. A sidebar on the left lists links: 'Gambling Workers', 'Gambling Services Providers', 'Lottery Retailers' (circled in red), 'Gambling Supplies', 'Documents & Forms', and 'Questions & Contact Information'. A 'Contact Information' box on the right provides contact details for the Gaming Policy and Enforcement Branch and a 'Contact Us' link.

# APPLICATION FORM

## New Contract Manager

<https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/registration/appl-lottery-retail-contract-manager.pdf>



# IMPORTANT REMINDERS ABOUT FORM

- ⦿ May be filled in on-line before printing a paper copy
- ⦿ Print clearly if using a printed form
- ⦿ Complete all required fields
- ⦿ Sign
- ⦿ Include all support documentation



Gaming Policy and Enforcement Branch – Registration and Certification Division

Mail: PO Box 9202, Stn Prov Govt, Victoria, BC V8W 9J1  
Courier: 3rd Floor, 910 Government St., Victoria, BC V8W 1X3  
Telephone: (250) 356-0663 | Website: [www.gaming.gov.bc.ca](http://www.gaming.gov.bc.ca)

**Application for Registration  
Lottery Retail Contract Manager or  
Designate Contract Manager**

Print Form Clear Form

Incomplete applications will not be processed!

**SECTION 1 – APPLICANT INFORMATION**

**PLEASE PRINT CLEARLY**

# PERSONAL IDENTIFICATION (COLOUR copy)

- Must be current PHOTO identification
  - BC Driver's Licence
  - BC Services Card, or
  - Passport
  - Contact GPEB to advise on other options if none of the above are available



**Note:** If the applicant is not a Canadian citizen, a permanent residence card may be supplied in place of landed immigrant or work permit documents.

# APPLICATION FEE

## ○ Fee:

- \$45 per Contract Manager application AND
- \$45 for each site\*



## ○ Acceptable forms of payment:

- Company Cheque
- Money Order

## ○ NOT accepted:

- Cash
- Personal Cheques



The image shows a sample company cheque. The header includes 'My Lottery Company Anytown, BC' and the number '1025'. The 'DATE' field is blank. The 'PAY TO THE ORDER OF' field is filled with 'Minister of Finance'. The amount field shows '\$ \$\$\$'. Below the amount, it says 'DOLLARS' and has a small lock icon. The 'MEMO' field is blank. At the bottom, there are MICR lines and the number '1025'.

*\*If retailer has only **one** Company (business entity) and **one** site with lottery, \$45 site fee is waived*

# REGISTRATION REQUIREMENTS – “RENEWAL”

- ⦿ NOTE: ONLY APPLICABLE to the Contract Manager who is currently registered with GPEB and is only required to renew their registration:

- **Renewal Registration – Lottery Retail Contract Manager or Designate Manager**

*\*\* Colour copy of photo identification and fee are **NOT** required*

*Application form:*

<https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/registration/appl-lottery-renewal-retail-contract-manager.pdf>



# Renewal Application Form



Print Form

Clear Form

## Renewal Application for Registration

### Lottery Retail Contract Manager or Designate Contract Manager

Gaming Policy and Enforcement Branch – Registration and Certification Division

**Mail:** PO Box 9202, Stn Prov Govt, Victoria, BC V8W 9J1

**Courier:** 3rd Floor, 910 Government St., Victoria, BC V8W 1X3

**Telephone:** (250) 356-0663 | **Website:** [www.gaming.gov.bc.ca](http://www.gaming.gov.bc.ca)

# REGISTRATION RENEWALS - TIMELINES

- ⦿ Please complete and submit to GPEB **before the due date** noted on the registration renewal letter from GPEB



**Failure to comply with registration requirements before the deadline means BCLC will be required to temporarily suspend your Lottery Retailer Agreement and you will not be permitted to sell, validate or payout any lottery products.**

# SUBMIT BY COURIER OR MAIL

## **COURIER TO (RECOMMENDED):**

Gaming Policy and Enforcement Branch Registration and Certification Division (Lottery)  
3<sup>rd</sup> Floor - 910 Government Street  
Victoria, BC V8V 1X3

## **MAIL TO:**

Gaming Policy and Enforcement Branch Registration and Certification Division (Lottery)  
PO Box 9202 Station Provincial Government\*  
Victoria, BC V8W 9J1

*\*NOTE: Mail can take up to 15 working days due to centralized government processing station*



# REGISTRATION CERTIFICATE

BCLC Agreement: 30391      Expiry Date: 03-Jul-2014



BRITISH COLUMBIA

GAMING POLICY AND ENFORCEMENT BRANCH

Lottery Retailer Site Certificate of Registration

*This is to certify that*

*is a registered site associated to the gaming service provider  
pursuant to the Gaming Control Act.*

04-Jul-2011  
Date of Issue

\_\_\_\_\_  
Registrar

Gaming Policy and Enforcement Branch - Registration and Certification  
PO Box 9202 Stn Prov Govt, Victoria BC V8W 9J1  
(250) 356-0663 FAX (250) 356-0782

- Once your registration is complete, GPEB will mail you a registration approval letter with registration certification per site
- Certificates **must be posted** at each site (similar to Business Licence, Tobacco License, Liquor License, etc) in its original form in **colour** (photocopy or reduce copy size is not acceptable)

# QUESTIONS?

- ⦿ Visit GPEB website:  
<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/registration-certification/lottery-retailers>
- ⦿ Contact GPEB By Phone:
  - (250) 356-6324 (Victoria)
  - If calling from outside the Greater Victoria area, the applicant may call Service BC at 1-800-663-7867 and request to be transferred and if within the Lower Mainland, they may call Service BC at 604-660-2421.
- ⦿ Note:
  - GPEB and BCLC are two different organizations. BCLC is unable to answer compliance questions.

