



### **Tips on Completing a Registration Request**

Please keep in mind the following tips when preparing your registration request:

- Submit separate requests for each business location that engages in activities covered by the statute.
- Use the model *Request for Registration*, available as a form on our website, [www.justice.gov/criminal/oeo/gambling](http://www.justice.gov/criminal/oeo/gambling). You may also prepare your own letter, but it must contain identical information to that specified in the form.
- Type or print legibly.
- Provide all necessary information. A fully completed *Request for Registration* form provides all the information needed to process your request.
- Register under the name of your business if you have any employees. Employees do not need to register separately if they are acting on behalf of the business.
- If you have changed your business name or address since you last registered, provide both the former name and/or address as well as the current one.
- If you are the owner of a business, please include “Owner” by your name under “Names and titles of the officer(s) and owner(s).”
- If you are registering a limited liability company, partnership, or joint venture, and there are no appointed officers, provide the names of the officers of the companies that comprise the limited liability company, partnership, or joint venture.
- Provide the street address of your business. You cannot list a post office box as your business location.
- If you do not have mail service at your business and desire a confirmation letter, provide a mailing address.
- Specifically state where you keep your gambling device records. We do not assume that

you keep all records at your place of business. This address must also be a street address; it cannot be a post office box.

- Place a checkmark by all gambling activities that apply. Check “Leasing” if you lease devices to or from another entity. Check “Making available for use by others (patrons)” if you allow people to play gambling devices on your premises for money. Check “Using (testing, etc.)” if you use gambling devices for non-gambling purposes, such as training, demonstration, testing, display, etc. Check “For registrant’s personal home use only” if you keep a gambling device at your residence for your personal use.
- Provide the name, telephone number or e-mail address of a contact should we have questions about your request.
- Keep a copy of your registration request.