

# GPEB Registration Requirements for Lottery Retailers

May 2024

Created by BCLC Lottery Sales Division for Lottery Retailers

# REGISTRATION REQUIREMENTS – “New Contract Manager”

- ⦿ For the New Contract Manager who is not currently registered with GPEB:
  1. Application for Registration – Lottery Retail Contract Manager or Designate Contract Manager
  2. COLOUR copy of the **front and back** 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”
  4. For 2+ retailer accounts, additional site fees of \$45 per site are required

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 displays the British Columbia Government website. The top navigation bar includes the BC logo, a search bar, and links for Careers & MyHR, Services A-Z, Organizations A-Z, Forms A-Z, News, and Contact Us. A secondary navigation bar highlights the Gambling & Fundraising section, with sub-links for Gambling in B.C., Gaming Grants, Gambling Event Licence Fundraising, Horse Racing, Responsible Gambling, Registration & Certification (underlined), Enforcement & Investigations, and News & Updates. The main content area is titled 'Registration & Certification' and includes a sidebar with links to Gambling Workers, Gambling Services Providers, Lottery Retailers (circled in red), Gambling Supplies, Documents & Forms, and Questions & Contact Information. The main text explains that gambling industry workers, service providers, and supplies must be registered or certified by the Province of B.C. to ensure integrity and safety. It provides links for 'Who and What Needs to be Registered or Certified?' and 'Working in or Participating in the Gambling Industry in B.C.'. A 'Contact Information' box on the right provides contact details for the Gaming Policy and Enforcement Branch.

**Registration & Certification**

Gambling industry workers, service providers, and supplies must be registered or certified by the Province of B.C. This helps to ensure the integrity and safety of gambling in the province.

Learn more:

- [Who and What Needs to be Registered or Certified?](#)
- [Working in or Participating in the Gambling Industry in B.C.](#)

**Who and What Needs to be Registered or Certified?**

If you or your company work in or participate in the gambling industry in B.C., registration is required. Gambling supplies must be certified. People or companies involved in charitable gambling for fundraising purposes may also need to be registered in B.C.

Below are some examples of people, companies, and supplies that need to be registered or certified. This is not a complete list. If you're not sure if you or your company needs to be registered, contact us with your gambling registration questions. See [Questions & Contact Information](#).

**Contact Information**

Contact the Gaming Policy and Enforcement Branch if you have questions about gambling registration or certification in B.C.

- [Contact Us](#)

# 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
- Lottery Retailer number field leave blank
- Sign
- Include all support documentation

Lottery retail number:



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: 250-387-5311 Website: [www.gaming.gov.bc.ca](http://www.gaming.gov.bc.ca)

Print Form Clear Form

Application for Registration  
Lottery Retail Contract Manager or  
Designate Contract Manager

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 (front and back)
  - 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 FEES

## Fee:

- \$45 per Contract Manager application AND
- For 2+ retail accounts, \$45 site fee per account \*



## Acceptable forms of payment:

- Company Cheque
- must contain the legal name of the business and business address
- Money Order

## NOT accepted:

- Cash
- Personal Cheques



*\*If retailer has only **one** Company (Parent account) 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:

Colour copy of the front and back of photo identification is required  
No fee is required

Email scanned application form and colour ID to:  
GPEBLR@gov.bc.ca

*Application form:*

<http://www.gaming.gov.bc.ca/registration/docs/appl-lottery-renewal-retail-contract-manager.pdf>



# Renewal Application Form



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:** 250-387-5311 | **Website:** [www.gaming.gov.bc.ca](http://www.gaming.gov.bc.ca)

Print Form

Clear Form

## Renewal Application for Registration

Lottery Retail Contract Manager or  
Designate Contract Manager

# 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 email, COURIER or MAIL

**EMAIL scanned application and copy of current colour ID to (recommended):**  
[GPEBLR@gov.bc.ca](mailto:GPEBLR@gov.bc.ca)

**COURIER TO:**

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, and a site certificate for each retail account
- Certificates **must be posted** at each site (similar to Business Licence, Tobacco License, Liquor License, etc)

# QUESTIONS?

- Visit GPEB website:  
<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/registration-certification/lottery-retailers>
- Contact GPEB By Phone:
  - (250) 387-5311, select option 3 (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 to 250-387-5311
- Note:
  - GPEB and BCLC are two different organizations. BCLC is unable to answer compliance questions.

