

GPEB Registration Requirements for Lottery Retailers

September 2019

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 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. 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 (underlined), Enforcement & Investigations, and News & Updates. The breadcrumb trail reads: Home / Sports, Recreation, Arts & Culture / Gambling & Fundraising /.

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](#)

Left Sidebar Menu:

- Gambling Workers
- Gambling Services Providers
- Lottery Retailers** (circled in red)
- Gambling Supplies
- Documents & Forms
- Questions & Contact Information

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: 778-698-2882 | Website: www.gaming.gov.bc.ca

Incomplete applications will not be processed!

SECTION 1 – APPLICANT INFORMATION

PLEASE PRINT CLEARLY

Print Form Clear Form

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

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



My Lottery Company
Anytown, BC 1025

DATE _____

PAY TO THE ORDER OF: Minister of Finance \$ \$\$\$

_____ DOLLARS

MEMO _____

⑆0000000000⑆ ⑆0000000000⑆ ⑆025

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:

Colour copy of photo identification is required
No fee is required

Email scanned application form and colour ID to:
GPEB.Preg.Ext@gov.bc.ca

Application form:

<http://www.gaming.gov.bc.ca/registration/docs/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: 778-698-2882 | **Website:** 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 email, COURIER or MAIL

EMAIL scanned application and copy of current colour ID to (recommended):
GPEB.Preg.Ext@gov.bc.ca

COURIER TO:

Gaming Policy and Enforcement Branch Registration and Certification Division (Lottery)
3rd 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) 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.

