

Registration Guide to Independent Gambling Control Office

April 2026

Registration Requirement

To maintain high standards of honesty, integrity, and financial responsibility, all Lottery Retailers (contract managers) are required to register their Site Registrant with the Independent Gambling Control Office (IGCO).

IGCO is a provincial government entity that operates independently from BCLC.

Please note that BCLC is unable to finalize your lottery approval until IGCO has completed and confirmed your registration.

We appreciate your cooperation in completing this important step and are here to support you throughout the process.

How to Register with IGCO – 3 Steps

#1

Download
Application Form

#2

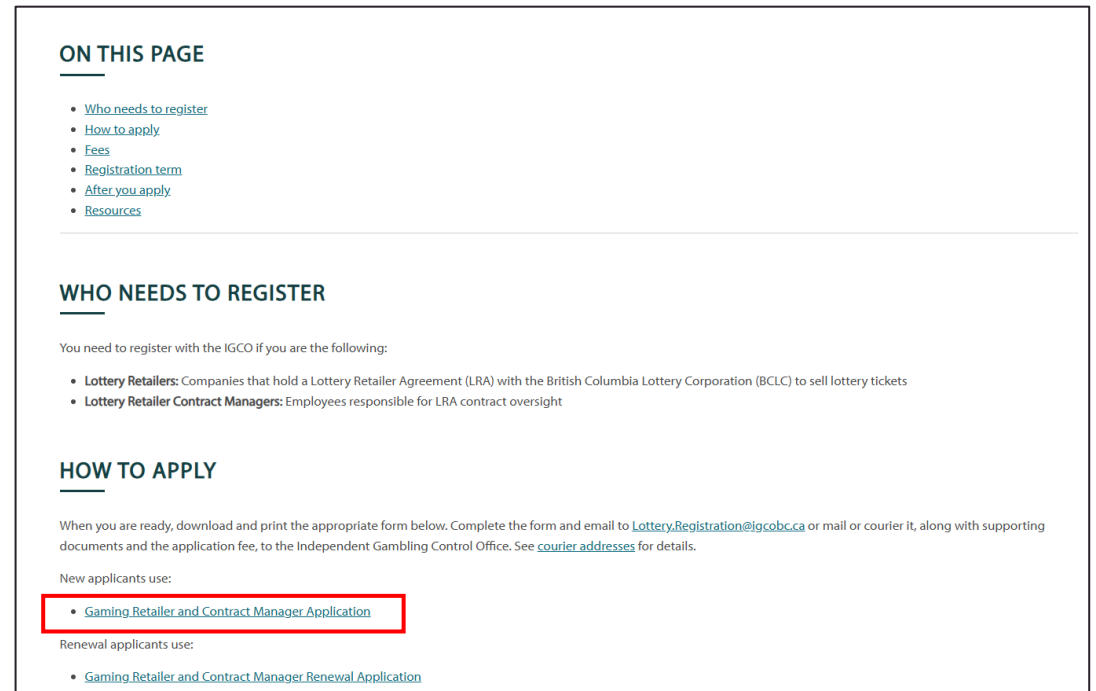
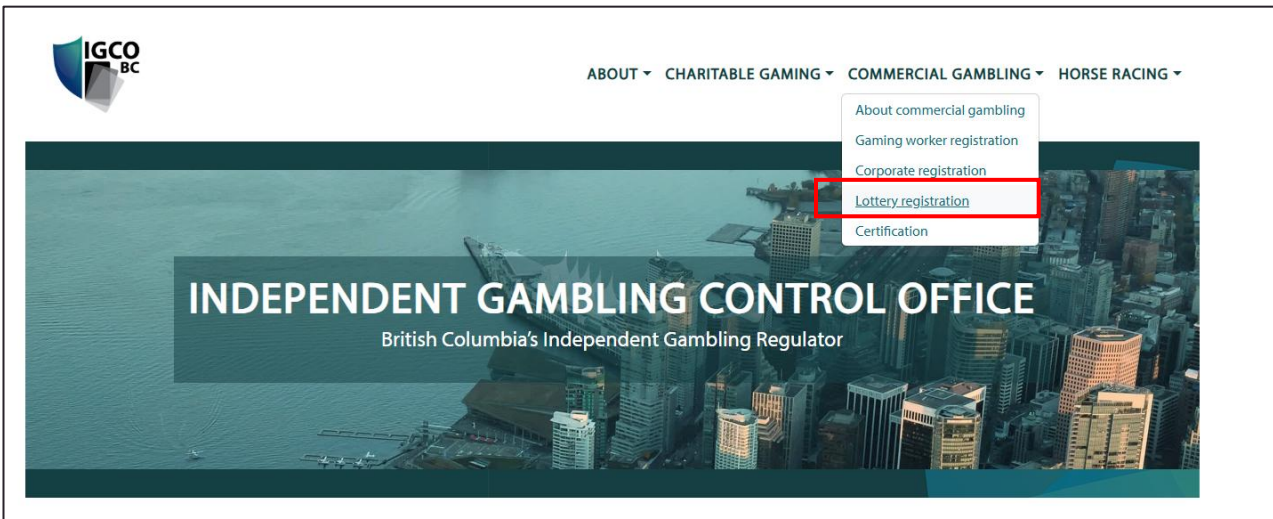
Complete
Application Form
Sections 1 - 5

#3

Submit
Application Form
and Fee Payment

#1 Download Application Form

1. Visit IGCO website (www.igcobc.ca) and locate the relevant application Form:
 - o "Gaming Retailer and Contract Manager Application Form"
 - o New Registrations – for new Sites or new Site Registrants who are not currently registered with IGCO



#2 Complete Application Form

Complete Gaming Retailer and Contract Manager Application Form

There are 5 sections of the form to complete:

- **Section 1 – Contract Manager Personal Information** – must be completed in full, with your legal first and last name.
- **Section 2 – Personal Disclosure** – you are required to disclose all incidents that have occurred in the last 10 years.
- **Section 3 – Business Information** – List all sites in which you are the Lottery Retailer Agreement Signatory. Only one application form is required to cover all listed sites.
- **Section 4 – Required Documents** - Attach the below documents with your submission

1. Personal Identification

- Colour copy of a valid government-issued photo ID that includes your full legal name, date of birth, signature and photo, such as driver's license, Passport, BC Service Card, Citizenship card or Permanent Resident Card.
- Scanned copy in colour and includes both front and back.

2. Business Documentation – Proof of company's legal status

- Provide a copy of your business license that was issued to you by a city or municipality, or certificate of Incorporation or Business Name Registration

3. Non-Canadian Citizens

- Include a scanned colour copy of your work permit, study permit or permanent resident card.

Section 5 – Consent and Certification – sign and date the application

#3 Submit Application and Fee Payment

Step #1 – Email application to Lottery.Registration@igcobc.ca

Step #2 – Mail or Courier Fee Payment

- Fees are payable by money order, company cheque or bank draft. IGCO does not accept cash or personal cheques
- Payable to “Minister of Finance”
- Include your name and business name with the payment
- BCLC recommends submission via courier, to ensure timely processing. Addresses are found on the application form.
- Required Fees

Type	Fee Amount
Application Processing Fee	\$150.00
Site Fee	\$150.00 per Lottery Site

- Registration is for a period of five* years.

**see slide 7 for more details*

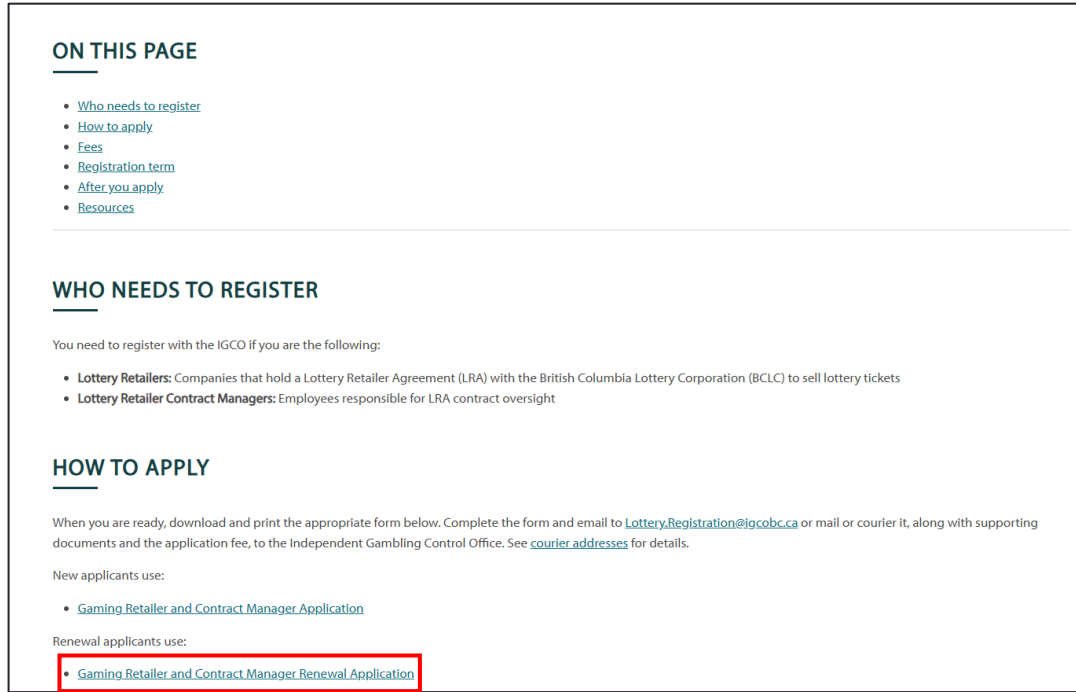
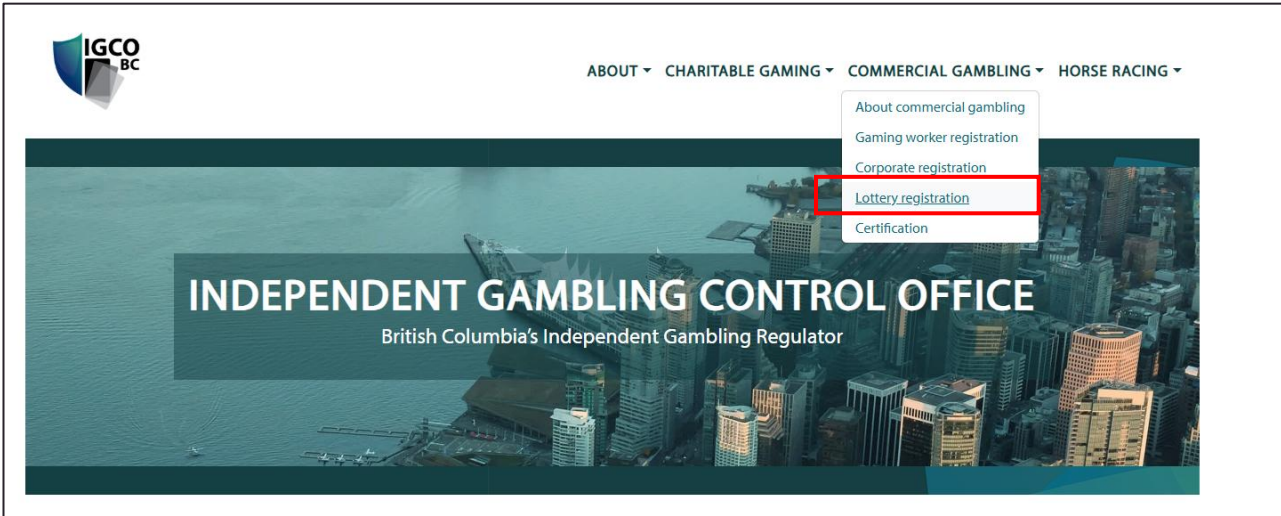
Example

Site Registrant is responsible for 2 Lottery Sites and must submit a money order, company check or bank draft for \$450.00.

Application fee (\$150.00) + Site Fee (2x\$150.00) = \$450.00

Registration Renewal

1. Visit IGCO website (www.igcobc.ca) and locate the relevant application Form:
 - Registrations Renewals apply to Site Registrants who are currently registered with IGCO, and whose registration period is expiring.
 - "Gaming Retailer and Contract Manager Renewal Application"



Registration Renewal

IGCO will send a renewal notice to Lottery Retailer Signatories approximately 4 weeks in advance of their Registration expiration date.

To ensure there is no interruption to lottery activities, renewal applications must be submitted to IGCO and approved before the current registration expiry date. Completing the renewal on time helps avoid any potential suspension of lottery sales at the retail location.

Please note that renewal fees are currently covered by BCLC.

Registrations will renew for 5 years, provided there are no changes to the Contract Manager or Gaming Retailer.

Registration expiry dates may be found on your site certificate(s).

IGCO Contact Information

- Website www.igcobc.ca
- Lottery Retailer Registration inquiries 250-387-5311 or toll free 1-800-663-7867
- Lottery Retailer Registration email Lottery.Registration@igcobc.ca

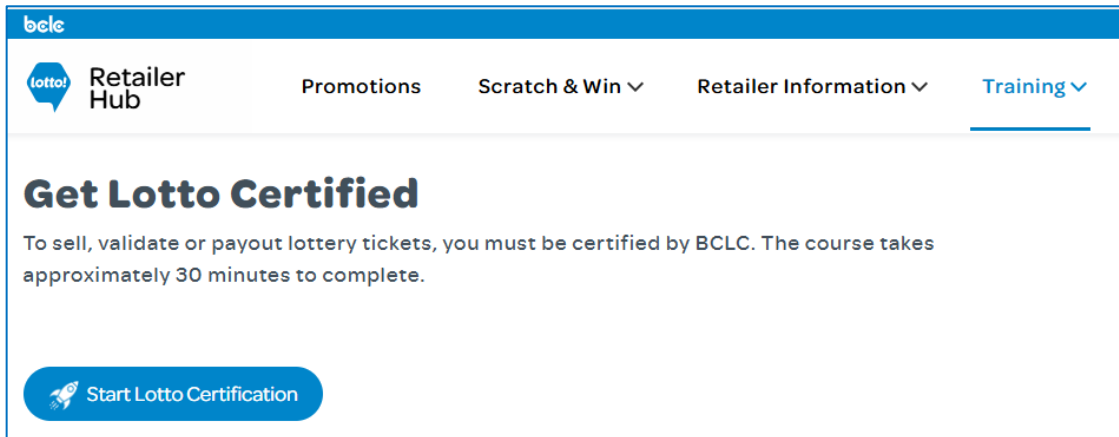
Retailer Training

BCLC requires all Site Managers and Site Employees who are involved with selling and redeeming lottery tickets, to take a mandatory certification course within the first 60 days.

BCLC offers a lottery ticket course to Lottery Agreement Signatories (i.e. contract managers)

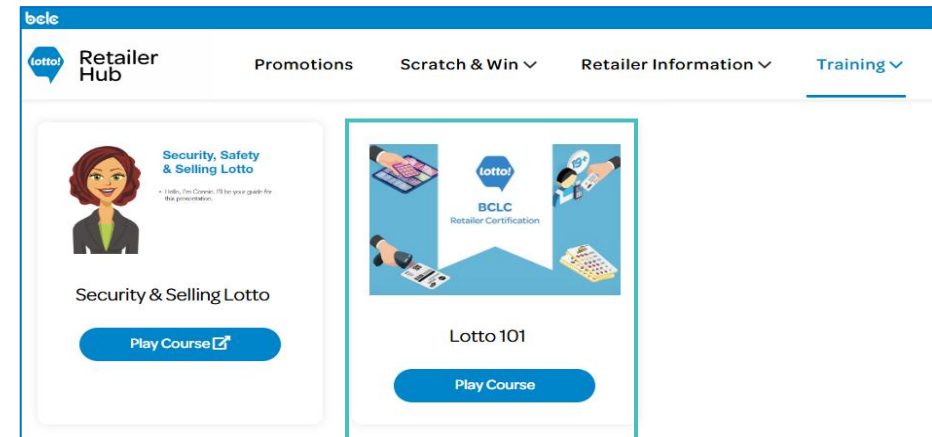
These courses can be accessed through [BCLC Retailer Hub](#)

Mandatory Site Managers and Site Employees Certification Course



The screenshot shows the BCLC Retailer Hub website. The navigation bar includes 'Promotions', 'Scratch & Win', 'Retailer Information', and 'Training'. The main content area features a 'Get Lotto Certified' section with a sub-header 'Security, Safety & Selling Lotto' and a 'Start Lotto Certification' button.

Lottery Agreement Signatories Lotto 101 Ticket Course



The screenshot shows the BCLC Retailer Hub website. The navigation bar includes 'Promotions', 'Scratch & Win', 'Retailer Information', and 'Training'. The main content area features a 'Lotto 101' course section with a 'Play Course' button.



Thank You