

- Include license fee of \$100
- Incomplete applications will be returned
- Read instructions on reverse side

PLEASE DO NOT WRITE IN THIS SPACE

<b>1</b> Do you hold or have you previously held a Nebraska Identification Number?  <input type="checkbox"/> YES <input type="checkbox"/> NO  If yes, give number _____	<b>2</b> Federal Employer I.D. or Social Security Number _____
	<b>3</b> County Location in Nebraska _____

NAME AND LOCATION ADDRESS	NAME AND MAILING ADDRESS
Name _____	Name _____
Street Address _____	Street or Other Mailing Address _____
City _____ State _____ Zip Code _____	City _____ State _____ Zip Code _____

<b>4</b> Type of License <input type="checkbox"/> County / City Lottery — \$100 Fee <input type="checkbox"/> Lottery Operator — \$500 Fee (Attach Nebraska Schedule I) <input type="checkbox"/> Sales Outlet Location - No Fee (Attach Nebraska Schedule II)	<b>5</b> Type of Application <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Report Changes <input type="checkbox"/> Cancel	<b>6</b> Date of Election _____ If new application, attach certified copy of election results.	<b>7</b> Have any ordinances or resolutions been adopted which relate to the lottery activity? <input type="checkbox"/> YES <input type="checkbox"/> NO  If Yes, attach copies of the approved ordinances or resolutions.
<b>8</b> Type of Lottery <input type="checkbox"/> Ticket Drawing <input type="checkbox"/> Keno  Submit samples of tickets, prize payout information, lottery rules and any other written documentation describing the lottery activity.	<b>9</b> Location of Records <input type="checkbox"/> Same as Location Address <input type="checkbox"/> Same as Mailing Address <input type="checkbox"/> Other, enter address Address _____ City _____ State _____ Zip Code _____		<b>10</b> Method of Winning Number Selection <input type="checkbox"/> Manual Ball Draw <input type="checkbox"/> Automated Ball Draw <input type="checkbox"/> Random Number Generator <input type="checkbox"/> Both Manual or Automated Ball Draw and Random Number Generator (Attach a schedule showing when each will be used)

<b>11</b> Primary County, City, or Village Representative Name, Address, City, State, Zip Code _____		Daytime Telephone Number _____
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<b>12</b> Authorized Representative(s) (for purposes of approving and signing lottery worker license applications) Name, Address, City, State, Zip Code _____		Daytime Telephone Number _____
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<b>13</b> Identify Separate Bank Account and Financial Institution of County, City, or Village	
Account Number _____	Name, Address, City, State, Zip Code _____

**14** Have you contracted with a lottery operator to conduct the lottery on your behalf?  
 NO     YES  
 If Yes, attach Nebraska Schedule I and a copy of the executed lottery operator agreement.

<b>15</b> Lottery Location(s) (Attach additional sheet if necessary. Attach a Nebraska Schedule II and copy of the site agreement for each location.) Name, Address, City, State, Zip Code _____
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**16** Will your lottery be conducted jointly with another county, city, or village pursuant to the Interlocal Cooperation Act?  
 YES     NO  
 If Yes, indicate the county, city, or village involved and attach a copy of the proposed agreement. \_\_\_\_\_

Under penalties of law, I declare that I have examined this application, and to the best of my knowledge and belief, it is correct. I will comply with the provisions of the Nebraska County and City Lottery Act and the regulations adopted under such act.

**sign  
here** ▶

Signature of Governing Official \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ ( ) \_\_\_\_\_ Daytime Telephone Number \_\_\_\_\_

Mail this application and fees to:  
**NEBRASKA DEPARTMENT OF REVENUE, CHARITABLE GAMING DIVISION, P.O. BOX 94855, LINCOLN, NE 68509-4855**

**PLEASE MAKE A COPY FOR YOUR RECORDS.**

## INSTRUCTIONS

**WHO MUST FILE.** Any county, city or village which has approved a lottery by an election must apply for and obtain a county/city lottery license prior to conducting such lottery.

**WHEN AND WHERE TO FILE.** All licenses issued to any county, city or village to conduct a lottery expire on May 31 of every even-numbered year and may be renewed on a biennial basis. All applications for license renewal must be submitted to the Nebraska Department of Revenue at least 60 days prior to the expiration of the license. A county, city or village which has not been previously licensed may submit the application at any time during the period covered by the license. License fees are due in full for the biennial licensing period. However, if a new license application is received by the Department and the license will become effective on or after June 1 of the second year of the biennial licensing period, the license fee to be remitted to the Department is one-half of the biennial fee.

The application may also be utilized during the period covered by the license to report changes in the application information or to cancel the license. Any changes in the information originally submitted on the application must be reported to the Department within 30 days of the change(s).

Mail the application with the appropriate fees, schedules and attachments to the Nebraska Department of Revenue, Charitable Gaming Division, P.O. Box 94855, Lincoln, Nebraska 68509-4855. Please make a copy of the application for your records. Checks written to the Department of Revenue may be presently electronically.

### SPECIFIC INSTRUCTIONS

**NAME AND LOCATION ADDRESS.** Enter the name of the county, city, or village applying for the license.

**NAME AND MAILING ADDRESS.** Enter the mailing address to which all information concerning county/city lottery activities should be mailed. The Nebraska County/City Lottery Tax Return, Form 51C, which is used to report and pay the lottery tax on the gross proceeds will be mailed to this address.

**LINE 4.** Enter the type of license application. A county, city or village which contracts with a lottery operator to conduct the lottery on its behalf must include the Nebraska Schedule I – County/City Lottery Operator Application with a new or renewal application. If the selected lottery operator conducts the lottery at a location other than its own, Nebraska Schedule II – County/City Lottery Sales Outlet Location Application must be included for each such location.

**DEFINITION.** Lottery operator is any individual, sole proprietorship, limited liability company, partnership, or corporation which operates a lottery on behalf of a county, city, or village. A lottery operator is selected by the county, city, or village to conduct the lottery in its entirety on behalf of the county, city, or village. A written contract is executed which sets forth the obligations and responsibilities for both parties. A lottery operator typically has overall responsibility for the daily operation of the lottery including, but not limited to, responsibility and liability for all operational aspects of the lottery which includes daily gaming operations; purchase, repair, replacement, and maintenance of lottery equipment; purchase and maintenance of lottery supplies; compensation, staffing, and training of all employees and agents; processing and handling lottery gross proceeds; preparation of all reports required of a county, city, or village, or lottery operator by the Department or any governmental entity or agency; advertising; development of official rules and

regulations for play and collection of prizes and progressive game prizes; oversight of the lottery operation; and all record keeping.

**LINE 10.** Indicate the method of winning number selection to be used in a keno lottery activity. If both a manual ball draw or automated ball draw and a random number generator are used, attach a separate schedule showing the days and times each will be used. The method initially used may only be changed once during the business day. For example, if you begin the day using a random number generator, you can change to a manual ball draw at the predesignated time, but no further changes are allowed for that business day.

**LINE 11.** Indicate the name, address and daytime telephone number of one individual who represents the county, city, or village in all matters relating to the conduct of the lottery activity. This individual would be the primary contact person for the Department.

**LINE 12.** Indicate the name, address and daytime telephone number of the individual(s) who are authorized to sign and approve the lottery worker license applications for submission to the Department in lieu of a governing official.

**LINE 13.** Indicate the bank account number and the name and address of the financial institution where the net proceeds from the lottery activity are deposited. The Nebraska County and City Lottery Act requires the gross proceeds of the lottery, less the amount awarded in prizes and any commission paid to a lottery operator plus any interest on such funds, to be segregated from other revenue of the county, city, or village and placed in a separate bank account.

**LINE 14.** If you have contracted with a lottery operator to conduct the lottery on your behalf, attach Nebraska Schedule I – County/City Lottery Operator Application and a copy of the finalized agreement between the county, city or village and the lottery operator.

**LINE 15.** Indicate the name and address of each location where lottery tickets will be sold or keno will be played. If the location is other than the location of the lottery operator, attach Nebraska Schedule II – County/City Lottery Sales Outlet Location Application and a copy of the site agreement for each such location. Also, each location must be approved by the county, city, or village based upon qualification standards that have been established by ordinance or resolution. The qualification standards must be filed with the Department within 30 days of their adoption. A county, city, or village must notify the Department of all approved lottery locations within 30 days of their approval.

**LINE 16.** The Nebraska County and City Lottery Act allows the conduct of the lottery only within the geographic boundaries of the county, city, or village which has approved the lottery activity unless an agreement pursuant to the Interlocal Cooperation Act has been made with another county, city, or village to conduct a joint lottery. Each county, city, or village which is a party to the agreement must have approved the lottery activity by election and must apply separately for its own lottery license. A copy of the agreement must be attached to this application and is subject to approval by the Department.

**SIGNATURE.** The application must be signed by a member of the governing board or a governing official of the county, city, or village.

Any questions regarding the completion of this application should be addressed to the Nebraska Department of Revenue, Charitable Gaming Division, P.O. Box 94855, Lincoln, Nebraska 68509-4855, telephone (402) 471-5937 or toll free (877) 564-1315. Additional information and forms may be obtained from the Department's Web site at [www.revenue.ne.gov/gaming](http://www.revenue.ne.gov/gaming).