

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 *Request for Registration* form, available on our website, www.justice.gov/criminal/oeo/gambling, to electronically submit your registration request. For Re-registration, you will need your DOJ File Number, which is located in the upper left hand corner of your confirmation letter, beginning with the numbers 159. If you are having problems with the request form, please follow the instructions below. You are required to use Acrobat Reader on either a PC running Microsoft Windows, or on a Mac:
 1. Right Click on the “Request for Registration” link on our web site.
 2. Depending on the browser you are using, select either “Save target as...”, “Save link as”, or “Download” to download the request form to your computer.
 3. Run Acrobat Reader from your computer.
 4. Click File/Open and select the request form you have just saved from Step 2.
 5. Fill out the form.
 6. When done, click the Submission Instructions button, and follow the instructions there to submit the data.

For re-registration, if you have saved the request form from the previous year:

1. Run Acrobat Reader from your computer.
 2. Click File/Open and select the saved request form from the previous year.
 3. Make any necessary changes to the form. For example, the registration type, calendar year, and the date on form should be updated.
 4. When done, click the Submission Instructions button, and follow the instructions to save the form. (you should save the file under a different filename in order not to overwrite the old copy)
- 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.
 - Provide the street address of your business. You cannot list a post office box as your business location.

- 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.
- Keep an electronic copy of your registration request (the PDF file) after submission, as it can be used to re-register for future calendar years. The XML file, once sent to our office, will not need to be retained. To reuse your saved electronic copy of your request, please make any changes to the form and resubmit electronically by following the instructions at the end of the form.