

Minnesota Lottery Retailer Fingerprinting FAQ



Q: Who can be a Responsible Lottery Official?

A: It is up to you to designate a Responsible Lottery Official, but you must follow the new legal requirements:

- If you are a sole proprietor, you are the Responsible Lottery Official.
- If your business is an organization, firm, partnership, or corporation, any officer, director, or owner that has oversight of Lottery ticket sales can be your Responsible Lottery Official.
- Your Responsible Lottery Official should not be a store manager or supervisor, unless that person also is an officer, director, or owner of your business.

Q: When will I need to get fingerprinted?

A: You will need to send your fingerprints to the Lottery two months before your contract renewal date, based on the schedule below:

Contract Renewal Date (Background Check Deadline)	Letter with instructions from Lottery mailed on or about	Receipt of fingerprints at Lottery by
January 15, 2026	September 15, 2025	November 15, 2025
February 15, 2026	October 15, 2025	December 15, 2025
March 15, 2026	November 15, 2025	January 15, 2026
April 15, 2026	December 15, 2025	February 15, 2026
May 15, 2026	January 15, 2026	March 15, 2026
June 15, 2026	February 15, 2026	April 15, 2026
July 15, 2026	March 15, 2026	May 15, 2026
August 15, 2026	April 15, 2026	June 15, 2026
September 15, 2026	May 15, 2026	July 15, 2026
October 15, 2026	June 15, 2026	August 15, 2026
November 15, 2026	July 15, 2026	September 15, 2026
December 15, 2026	August 15, 2026	October 15, 2026

Q: Where can I get fingerprinted?

A: Fingerprints must be taken on an official FD-258 card by an authorized person or entity.

- The most convenient place to get fingerprinted is likely your local police department or sheriff's office.
- You may need to call and make an appointment and pay a fee of \$15 to \$30.
- An unofficial list of law enforcement locations that process fingerprints is available at <https://www.nbinformation.com/>.

Q: What does the FD-258 look like?

A:

APPLICANT <small>See Privacy Act Notice on Back</small> FD-258 (Rev. 9-9-13) 1110-0046		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		FBI		LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED 13		LAST NAME 1		FIRST NAME 2		MIDDLE NAME 3		DATE OF BIRTH Month Day Year 4	
RESIDENCE OF PERSON FINGERPRINTED		ALIASES AKA 2		O R I 5		SEX 6		RACE 7	
DATE 14		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS 15		CITIZENSHIP CTZ 4		HGT. 8		EYES 9	
EMPLOYER AND ADDRESS		YOUR NO. OCA		FBI NO. FBI		WGT. 10		HAIR 11	
REASON FINGERPRINTED		ARMED FORCES NO. MNU		SOCIAL SECURITY NO. SOC 12		MISCELLANEOUS NO. MNU		PLACE OF BIRTH POB 11	
								CLASS	
								REF.	

Sample
fingerprint card

Q: What will happen to my fingerprints after I send them to the Lottery?

A: The Lottery will provide your fingerprints to the Minnesota Bureau of Criminal Apprehension, which will conduct a nationwide background check and provide the results to the Lottery. The BCA will then destroy your fingerprint card. The Lottery does not retain copies of fingerprints.

Q: Do I need to be fingerprinted more than once if I am the Responsible Lottery Official for more than one store?

A: Usually not. The Lottery will track when your last background check was completed and apply it to all stores where you serve as a Responsible Lottery Official.

Q: How often does my Responsible Lottery Official need to complete the fingerprint process?

A: Likely once every seven years. The Lottery will notify your business when your contract renewal and fingerprinting dates are approaching, and a new background check is required.

Q: What if my Responsible Lottery Official leaves the business?

A: If your Responsible Lottery Official leaves the business or stops overseeing lottery sales, you must notify the Lottery and designate a new Responsible Lottery Official. The new Responsible Lottery Official will need to get fingerprinted for a background check.

Q: Can I do my fingerprinting ahead of time?

A: No. Please wait for a letter with instructions and forms from the Lottery. The BCA will not process background checks without the correct forms.

Q: Who do I contact if I have questions?

A: Contact your Lottery Sales Representative or call Lottery Customer Support at 651-635-8273.

Q: Where can I find the new legal requirements?

A: The new legal requirements are at <https://www.revisor.mn.gov/statutes/cite/349A.06>.



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