

# Tips for Responsible Lottery Official Background Checks

To ensure your background check is completed as quickly as possible, follow these tips.

## Fingerprinting locations:

- You will need to find a location near you to be fingerprinted—the Lottery does not conduct fingerprinting.
- The easiest place to get fingerprinted is likely your local police department or sheriff's office.
- Most locations in the US will provide an FD-258 card to you. Some locations require you to bring your own fingerprint card.
- If available, digital fingerprinting will typically result in higher fingerprint quality. However, you should verify that the fingerprinting facility is able to print onto a physical fingerprint card and give you the card on the day the prints are taken. We cannot accept prints electronically.

## Fingerprint Quality:

- Poor quality fingerprints may be rejected. If fingerprints are rejected, you will have to be fingerprinted again.
- If you are worried about your fingerprint quality, please submit two separate sets of prints to our office.

## Common Errors:

### ***You will be required to be fingerprinted again:***

- If you or the fingerprint technician do not sign Form 3 on the day your prints are taken. The dates on Form 3 should be the same and should match the date on your fingerprint card.
- If the fingerprint card is not signed and dated by both you and the same technician taking your prints (typed out technician names are not accepted as signatures).
- If Form 3 has no ID information.
- If Form 3 is a copy and/or has a digital signature instead of an ink signature.
- If the fingerprint card is not an FD-258 card or equivalent.

## Other Resources:

- The Lottery background check process is similar to the process used by the Minnesota Health Boards. The Health Board has published information and videos that may be helpful: <https://mn.gov/boards/cbc/cards/>
- The Lottery has posted Forms 1-3, the August 1, 2025 letter, and a Frequently Asked Questions document on our website at <https://www.mnlottery.com/retailers/become-a-retailer>.

