

# MINNESOTA LOTTERY

## Responsible Lottery Official Instructions for New Retailers

As of August 1, 2025, Minnesota law (Section 349A.06) requires a nationwide fingerprint-based background check once every seven years for “Responsible Lottery Officials.” Responsible Lottery Officials must also be above the age of 18 and not owe \$500 or more in delinquent taxes.

If you are a sole proprietor, you are the Responsible Lottery Official. If you operate as a business entity, you must determine which of your officers, directors, and owners has responsibility for Lottery sales and designate that person or persons as your Responsible Lottery Official(s) on the Retailer Application and Contract form.

Please direct each designated Responsible Lottery Official to complete the required background check. If a Responsible Lottery Official has already completed this background check for another Lottery contract, they do not need to complete it again.

To complete the background check, each Responsible Lottery Official must follow these instructions:

1. Complete and sign the “Responsible Lottery Official Informed Consent” (marked Form 2).
2. Complete, but do not sign, the “Identity Verification Form” (marked Form 3).  
This form must be signed in the presence of the fingerprint technician at the time the fingerprints are taken.
3. Take the Identity Verification Form and your government-issued photo ID to your local fingerprinting facility.
4. After the fingerprint technician (the person taking your fingerprints) reviews your photo ID, sign and date Form 3 in front of that person.
5. The fingerprint technician will fill out, sign, and date the gray box on Form 3.
6. The fingerprint technician will take your fingerprints in ink or take them digitally and print them onto a card that same day. We cannot accept fingerprints electronically.
7. You and the fingerprint technician will both sign and date the completed fingerprint card.  
A typed name is not accepted as a signature.
8. Mail or drop off Form 2, Form 3, and the fingerprint card to the Minnesota State Lottery
  - a. Mailing address: Minnesota Lottery, PO Box 13650 St Paul, MN 55113

**Questions:** Email us at [contracts@mnlottery.com](mailto:contracts@mnlottery.com) or call us at (651) 635-8119

