

MINNESOTA LOTTERY

RETAILER APPLICATION INSTRUCTIONS

REQUIREMENTS FOR SELLING TICKETS:

Almost any Minnesota retail business can apply for a contract to sell lottery tickets. This includes fraternal, charitable, and non-profit organizations that have a retail business open to the public. Businesses prohibited by law from selling lottery tickets include a business whose only product are lottery tickets (and pull-tabs); currency exchange businesses and banks; and businesses that are not current in all payments and filings with the State of Minnesota.

Applications are subject to state tax and criminal background reviews, and financial and credit checks. The law prohibits a business from selling lottery tickets if any Responsible Lottery Official has been convicted of a felony, gambling-related offense, gross misdemeanor or a crime involving fraud or misrepresentation within the last five years.

COSTS:

Application Fee: If your application is approved, a \$100 application fee will be swept from your EFT Account upon the activation of your Lottery contract. This fee covers some costs of processing applications, as well as the state tax and criminal background reviews.

EFT Account: Retailers may use their regular business bank account that must allow a minimum of six (6) Electronic Fund Transfers (EFT) lottery transactions per month.

Annual Renewal: Contracts renew annually. Retailers are emailed renewal forms and contracts before their renewal date. The renewal fee (usually \$20) is automatically swept from the retailer's EFT account after the renewal date.

MINIMUM SALES REQUIREMENT:

All retailers are required to maintain a minimum sales average to be a lottery retailer.

RESPONSIBLE LOTTERY OFFICIAL (new):

Starting with contracts entered or renewed on or after January 1, 2026, you will need to designate a "Responsible Lottery Official." That person must pass a nationwide fingerprint-based background check and a tax delinquency check prior to entering or renewing a contract.

To apply for a Lottery Contract:

1. Complete and sign the “Retailer Application and Contract” forms. These forms must be signed by an authorized Owner, Officer, or Director of the business.
2. For each designated Responsible Lottery Official, complete the fingerprinting process.
 - a. Please review the instructions, forms, and resources available at:
<https://www.mnlottery.com/retailers/become-a-retailer>
 - b. Submit the 3 required forms to the MN Lottery at: PO Box 13650, St Paul, MN 55113
 - a) Responsible Lottery Official Informed Consent form
 - b) Identity Verification Form for Fingerprinting form
 - c) FD-258 Fingerprint card

WHAT WE WILL DO:

- Once we receive your documents, we will review your submission and process our state tax review, criminal background reviews, and financial and credit checks.
- If you are approved for a Lottery contract, we will sweep your EFT account \$100 for the application fee. Please be sure that you have the funds to cover this transaction.
- Lottery retailers must have a Lottery Certificate posted in an area visible to your customers. When the fully signed contract is returned to you, a license Certificate will be included.

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