



August 1, 2025

Dear Retailer Partners:

On August 1, 2025, Minnesota law changed regarding background checks required for Minnesota Lottery retailers. **The law now requires a nationwide fingerprint-based background check once every seven years for "Responsible Lottery Officials."** 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).

Please note, a background check is no longer required for officers, directors, and owners who are not responsible for Lottery sales.

Starting with contracts renewing in January 2026, approximately four months before your renewal date, you will receive a letter from the Lottery requiring you to do the following:

1. Complete a Lottery form designating one or more Responsible Lottery Officials.
2. Have your Responsible Lottery Official(s) complete the required Lottery forms and get fingerprinted on an official FD-258 card by an authorized fingerprint technician.
3. Send your Responsible Lottery Official's FD-258 card and the required forms to the Lottery.

The Lottery will submit the information and obtain a nationwide background check.

All forms need to be received by the date specified for the Lottery to process and complete the background check before your contract renewal. Starting in 2026, if your designated Responsible Lottery Official or Officials does not pass a background check, your contract will not be renewed, and you will not be permitted to sell Minnesota Lottery products.

You do not need to do anything at this time. You will receive a separate letter from the Lottery with detailed instructions. Please do not send fingerprints to the Lottery until you receive further instructions and the required forms.

Thank you for your time and assistance in fulfilling this new legal requirement. A list of Q&As is enclosed, and we will provide more information as it becomes available. If you have additional questions, we encourage you to speak with your Lottery Sales Representative or call Lottery Customer Support at 651-635-8273.

Sincerely,

Adam Prock

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 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>.

