

VIDEO GAMBLING MACHINE APPLICATION

Montana Department of Justice, Gambling Control Division
 2550 Prospect Ave. • PO Box 201424 • Helena, MT 59620-1424
 Phone: (406) 444-1971 • Fax: (406) 444-9157

FOR OFFICE USE ONLY	
Check Number	_____
Check Amount \$	_____
VG MID	_____
Refund	\$ _____

APPLICATION TYPE:

- New
- Amended (no fee)
- Reduced Fee

► FEE SCHEDULE EFFECTIVE JULY 1, 2013 ◀

July 1 through June 30 – **\$240** per machine
 Oct. 1 through June 30 – **\$180** per machine
 Jan. 1 through June 30 – **\$120** per machine
 April 1 through June 30 – **\$ 60** per machine
 Reduced Fee (see instructions) **\$ 25** per machine

AN IMPROPERLY COMPLETED OR INCOMPLETE APPLICATION MAY BE RETURNED.

GAMBLING ACCOUNT NUMBER (000000-XXX-GOA)
ESTABLISHMENT NAME
OPERATOR: HOLDER OF OPERATOR LICENSE

ESTABLISHMENT PHONE #	CELL PHONE #
EMAIL ADDRESS: _____	
Mailing address: _____	

Federal ID Number: _____	

MACHINE INFORMATION

VG MID NUMBER	
SERIAL NUMBER	

- Owned by Establishment
- Owned by Route Operator
 RO Name: _____
 Account Number: _____

MECHANICAL METER READINGS

BA							
CRIN							
CRPL							
CRWN							
CRPD							

Meter Reading Reporting Method:

- Tier I
- Tier II
- Manual

Day of Week for Reporting (for Tier 2 machines only):

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Frequency of reporting (for Tier 2 machines only):

- Weekly
- Bi-Weekly

**STAPLE PAYMENT HERE
 PAYABLE TO THE
 GAMBLING CONTROL
 DIVISION**

STAPLE A CORRECTLY PROGRAMMED AUDIT TICKET TO THE BACK OF THIS FORM

I CERTIFY THAT THIS INFORMATION IS TRUE AND CORRECT:

Print Name of Person Signing	Signature of Licensee/Officer	Date

INSTRUCTIONS

1. Check which type of application this is for:
 - New** – new machine in this location
 - Amended** – changing ownership of the machine or an attribute
 - Reduced fee** – a machine is being relicensed in a location due to change of location ownership during the first quarter, after the renewal fee had already been paid. (Contact the division with questions on this type of application.)
2. Use the correct gambling account number provided to you by the Gambling Control Division.
3. Use your unique Video Gambling Machine Identification (VG MID) Number assigned by the division and the serial number of the machine.
4. Mechanical meter readings are required for all machines
5. Check the meter reporting method.
6. For Tier 2 machines only, you need to check the day of the week you are reporting you meter readings and the frequency of reporting. (This is not required for Tier 1 and Manual reporting methods.)
7. The application may be returned unless the establishment name and holder of the operator license **exactly** match the information printed on your current Gambling Operator License.
8. Staple a correctly programmed lifetime audit ticket to the back of this application.
9. Make all checks payable to the “**Gambling Control Division.**” One check is acceptable for all applications being submitted for one location.
10. An authorized person must sign the machine application. Please sign legibly.
 - If the holder of the operator license is a corporation, an authorized agent (officer, director or stockholder) must sign.
 - If the holder of the operator license is an organization, an authorized agent (officer or director) must sign.
11. This form is downloadable from the Department of Justice website at www.doj.mt.gov/gaming/forms .

**If you require assistance in filling out this form,
please call (406) 444-1971.**