

Electronic Video Gaming (EVG) Manufacturers or Distributors
2023 RENEWAL REQUIREMENTS
Application Deadline – November 1, 2022

A civil penalty will be assessed if not submitted by deadline date.

Failure to submit your renewal application to the Office by **November 1, 2022** will result in a **\$500 civil penalty** being assessed by the Office in accordance with LAC §1793. A.6.

Visit www.ocg.louisiana.gov to access your 2023 Renewal and log into our Online Portal for Licensed Entities.

- Upon submission of the online renewal, MAIL the completed and notarized first page of the application. The first page of the application is enclosed for your convenience.
- Print and include the invoice and the assessed renewal fee.
- Every three (3) years your **personal history, financial information and business tax return are due**. If they are required, this licensing year you must submit this required information with your renewal application.
- To obtain any required forms related to your license visit our website and click Forms under Quick Links and Video Bingo.

Gaming machines for EVG Distributors are scheduled to be renewed on **December 31, 2022**, therefore:

- Notify our Office by December 1, 2022 if you **DO NOT** plan to renew any of your gaming machines. You can accomplish this by [logging in to your account](#) and request that they be moved to a warehouse.
- The request can state that the machine(s) will be moved into the warehouse any time prior to December 31, 2022. Monthly electronic video bingo payments are due no later than the 15th of the month. Check(s) shall be made payable to the Office of Charitable Gaming.

A list of **all** EVG Distributor/Manufacturer representatives must be submitted to the Office, therefore:

- If your company has any changes in employees or hires any new employees at any time during the license year, the Office must be notified **within 10 days, please note that this can be done on the online portal**.
- Employees of EVG Distributors or Manufacturers are not allowed to be working members of Organizations.

Please ensure that you have received a printed license for the 2023 license year from our Office. Conducting gaming related activities without a license will result in the imposition of a civil penalty and your business **WILL NOT** be allowed to continue conducting gaming related activities in the State of Louisiana after December 31, 2022

*****IMPORTANT NOTICE*****

It shall be the distributor's responsibility to ascertain that manufacturers are licensed by the Office prior to any purchase or lease of any gaming equipment.

If you have any questions concerning any application information, please contact the Office at 1-800-562-9235.

OFFICE OF CHARITABLE GAMING

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