



**Electronic Video Gaming Renewal
Requirements Instructions**

Louisiana Department of Revenue
Office of Charitable Gaming
PO Box 1631
Baton Rouge, LA 70821
Phone: 1-800-562-9235
www.ocg.louisiana.gov

**Electronic Video Gaming (EVG) Manufacturers or Distributors
2026 Renewal Requirements
Application Deadline – October 31, 2025**

******ON-LINE CAPABILITIES ARE READY FOR YOUR BUSINESS******

To get started: Please visit our webpage at www.ocg.louisiana.gov and click Online Portal for Licensed Entities under Quick Links. When renewing please remember the following:

- Upon submission of the online renewal, you must **mail** the completed and notarized first page of the application. The first page of the application can be found on our website under Form No. R-100003.
- Print and include the invoice with a check made payable to the Office of Charitable Gaming from the licensee's business account.
- Every three (3) years your **personal history, financial information and business tax return are due**. If they are required for this licensing year, you must submit the information with your renewal application.
- If your company has any changes in employees or hires any new employees during the license year, the Office must be notified **within 10 days**. Please note that this can be done via the online portal.
- Failure to submit your renewal application to the Office by October 31, 2025, will result in a **\$500 civil penalty** being assessed by the Office in accordance with LAC §1793. A.6.
- Please contact the Office of Charitable Gaming if you have any questions or need help with the online renewal process.

Gaming machines for EVG Distributors are scheduled to be renewed on December 31, 2025, therefore:

- Notify our Office by December 1, 2025, 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, 2025**.
- Monthly electronic video bingo **payments** are due no later than the **15th of the month**