

# How To Apply For a Change of Location

- An application must be submitted to the Lottery at least thirty days in advance of the business moving. The fee required for a change of location is \$10.
- Complete a Retailer Application, pages 1-3; your Lottery Sales Representative will assist you in completing page 4. If your location is leased, you will need to complete and have signed, the Landlord Approval Form. Click on links below to download application and Landlord Approval Form, and to review the Retailer Awareness and Integrity Training. **Please do not mail any forms.** Your Lottery Sales Representative will assist you in completing the Retailer Application Forms and will submit your application forms for you.
- To ensure Americans with Disabilities Act (ADA) compliance, a Lottery Representative will conduct a site visit of your business location. Please review the [ADA Retailer/Applicant Site Survey](#), that the Lottery Representative will complete during the site visit to ensure that lottery tickets are accessible to persons with disabilities.
- **To request a visit from your Florida Lottery Sales Representative**, contact your local [Lottery District Office](#).

## Privacy Act Notice (also available in Spanish)

Under the Federal Privacy Act, disclosure of a person's Social Security number is voluntary unless a Federal statute specifically requires such disclosure or allows states to collect the number. In connection with filing an application to become a Florida Lottery retailer, disclosure of the applicant's Social Security number is required by rule 26 U.S.C.A. s. 6109 for tax reporting purposes. The applicant's Social Security number will also be used in performing the background investigation necessary to implement Section 24.112, Florida statutes, because the Social Security number is used as an identifier in the databases searched.

The Lottery may also provide this information to law enforcement agencies to enforce criminal laws.

Under Section 119.071(5), Florida Statutes, an agency may collect Social Security numbers if it is imperative for the performance of the agency's duties and responsibilities. Notice is hereby provided that for retailer applicants that are legal entities, it is imperative that the Lottery use the Social Security numbers of members, partners, officers, directors, etc., to conduct the background investigations necessary to implement Section 24.112, Florida Statutes, because the Social Security number is used as an identifier in the databases searched.

[Retailer Application](#). (Also available [in Spanish](#))

### [Landlord Approval Form](#)

Retailers with a lease agreement must have their landlord's approval for GTECH/IGT to install outside communications equipment. The form requires the landlord's signature.

### [GTECH® Online Terminal System Flyer](#)

Includes a description of communications equipment that will be installed inside and outside the retailer location. Also includes frequently asked questions and answers concerning the installation process.

### [Retailer Rules](#)

Official rules of the Lottery outlining retailer responsibilities.

### [Retailer Awareness and Integrity](#)

Retailer Awareness and Integrity Training – required training for retailers.