



Instruction Guide

Individual History Form

This form must be completed by all people listed in Section 7 of the Instant/On-line Application form and Section 8 of the Application for Video Lottery license form. Each of those persons must also submit an Authorization to Release Information form, which the Lottery uses in performing a background investigation as required by law.

Business Name: Please list the name of the business as it appears on the Application Form or Sale's Tax license.

Phone Numbers: Please include your business phone number, and a home phone number.

Last Name: Your legal last name.

First Name: Your legal, full first name (no shortened names or nick names).

Middle Name: Your full middle name (no initials).

AKA: Please fill in any name that you also may be known as, for instance a former name due to divorce, your maiden name or a nick name.

Date of Birth: The day, month and year of your birth.

Place of Birth: The city and state where you were born.

Social Security Number: Your Social Security Number as issued by the United States Government.

Drivers License Number: The number issued on your drivers license (many times, it is the same as your social security number.)

State Issued: The state where your driver's license was issued.

List addresses where you have lived for the last five years:

Start with your present address and work backward from there. For each address, you need to list the following:

Address: Should be the physical street address (apt. numbers included) and NOT a PO Box.

City/State/Zip: The name of the city, state and zip code of the residence on each line.

From: The date you started living in the residence listed on the same line. This can be a month and year.

To: The date you moved from the residence listed on the same line. This can be a month and year.

Name of Spouse, if any: List the full first and last name of your spouse. If you are unmarried, leave this spot blank.

AKA: Maiden name, nickname or any other name that your spouse has used in the past. Leave blank if not applicable.



Spouse's Date of Birth: The day, month and year of your spouse's birthday. Leave blank if not applicable.

Place of Birth: The city and state where your spouse was born. Leave blank if not applicable.

Spouse's Social Security Number: List your spouse's Social Security Number as assigned by the United States Government.

Spouse's Occupation: Give a general description of your spouse's line of work.

Individual's relationship to business: Please indicate your involvement in the business, for example owner/partner/principal officer/director, stockholder, etc.).

Percent of Stock or Business Owned: Indicate what percentage of the business, financially, belongs to you. For instance, if you are the sole owner, you own 100 percent of the business; if you are a stockholder of 5 percent or more of the business, indicate the percentage of total stock in the company that you own; if you are a partner, indicate the amount of the business that you own.

Name of Present employer: List the name of the business you work for, if it is different from the business name at the top of the application.

Occupation or title: List a general description or title (manager, owner, CEO, for example) for your current occupation.

U.S. Citizen?: Write yes if you are a U.S. Citizen. If you are not, attach a separate sheet with a written statement providing detailed information on your residency status.

South Dakota Resident: Write yes if you are a legal resident of South Dakota. If you are not, attach a separate sheet with a written statement providing your current legal residence.

List names of all relatives: Provide us full first and last names of all relatives (blood relatives and inlaws) who are current employees or Commission members of the South Dakota Lottery.

Read this section Carefully:

Question One: Please answer "yes" to this question if you have ever been arrested or convicted of any crimes, whether a felony or misdemeanor. If you were arrested for a crime and were not convicted, you still need to list the circumstances. Driving Under the Influence convictions need to be listed, as well. For each arrest and/or conviction, list the circumstances on a separate sheet of paper. Include the month and year of each incident, the outcome and the sentence. Providing false or inaccurate information can result in denial of your application.

Question 2: The success and integrity of the Lottery is dependent upon the industry and Lottery staff adhering to laws and rules set forth by the Legislature and Lottery Commission. This requires that Lottery and law enforcement officials be authorized to inspect licensed premises to determine compliance with Lottery laws, rules and regulations.

Question 3: Occasionally, background investigations may reveal information that needs to be provided to business owners such as criminal records or financial problems. Check "YES" if you authorize the Lottery to release that information to the owner(s) of the business. Checking "NO" may result in delaying the completion of the background investigation.