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Please find FAQs on our shipping requirements. If you do not see the question or are unsure, please reach out to Virginia Lottery team. ( [RDunkle@VALottery.com](mailto:RDunkle@VALottery.com) & [PGandotra@VALottery.com](mailto:PGandotra@VALottery.com) )

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Q: What equipment requires notification?

A: Any Gaming Device, Table Game Equipment, and their associated software.

Q: Do hardware/parts shipments require notification?

A: Hardware parts for existing gaming devices will not require a shipping notification.

Q: What is minimum notification time?

A: Please complete the shipping notification form **five days** prior to shipment.

Q: Does the VA Lottery require notification when shipments have left?

A: We don't require a notification that the shipping has left your dock and is in transit.

Q: How do I submit a shipping notification?

A: Please use the following link and select the "Gaming Equipment Shipments" tab. <https://www.valottery.com/aboutus/casinosandsportsbetting/casinos>. Notices sent in any other manner will not be acceptable and will not be deemed proper.

Q: What information needs to be provided in the notification?

A: Please use the following link and select the "Gaming Equipment Shipments" tab. You will find a copy of our Transportation Policy with more detail requirements. <https://www.valottery.com/aboutus/casinosandsportsbetting/casinos>



Transportation Policy for Slot Machines, Mechanical Casino Gaming Devices and Table Game Equipment

Revision 1.1

Q: Can a submission be updated?

A: Yes, please select **revised** when completing the DocuSign form.

Q: Are Progressive controllers considered gaming hardware and require notification?

A: Local/Wide Area Progressives will be considered gaming hardware and will need to follow the shipping notification requirements.

Q: Do we need approval prior to shipping?

A: Approval will not be provided by the VA Lottery after notification is submitted. Completion of the notification form is all that we require.

Q: Can software be shipped within a VLT?

A: Yes, but it must be noted in the notification form along with a list of software within the VLT.

Q: On the notification form, what is "Permit Number" referring too?

A: This is the manufacturers License Number that is assigned by VAL.

Q: Do the machines, software, and parts ship direct to the casino site and to the attention requested by the casino?

A: Yes, they ship direct to the Casino and the designated POC. Lottery personnel will be on-site to receive and inspect the shipment to verify the contents of the shipment.

If games are shipped with software the games must be sealed individually with a serial numbered seal.

If the Software is shipped separately the games can be sealed by the seal on the trailer.



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Q: Are we permitted to combine casino shipments, in the same truck? Providing we re-seal the truck upon departure from the first delivery.

A: Yes, as long as the Johnson Act is followed, specifically:

The statute does, however, allow for transportation across non-exempted jurisdictions if the device stays within the shipping vessel throughout the voyage. 15 USC §1172(c). Furthermore, case law has interpreted the law as not applying to shipments from the United States to an international destination. See *U.S. v. Prock*, 105 F Supp 163 (DC Tex., 1952); *U.S. v. 420 Gambling Devices*, 191 F Supp 111 (ED NY, 1961).

All the contents of the shipment must be arranged that games destined for VA are not removed from the truck prior to their arrival in VA and no contents of the shipment are required to be removed from the trailer to allow receipt of the VA items.

Q: In the event we need to provide firmware (printer and/or bill validator) files to the casino, are we permitted to email the files?

A: Yes, software of this nature will be permitted to be e-mailed as long as the e-mail is encrypted.

Q: This may be a premature question... In the future, should we need to return machines, would we complete the same process?

- (5) calendar day notice
- Submit return shipment request via DocuSign
- Ship the return truck seal to casino contact

A: Yes, per the Transportation Directive all gaming devices being transported into the Commonwealth, out of the Commonwealth and between Casinos within the Commonwealth must follow the same shipment process.

Q: What are the notifications requirements for Parts with Software or Firmware, i.e. BV's, CPU, ticket printers, jackpot controllers?

A: No for the above examples.

Software that is preloaded onto a gaming device CPU we do need notification.



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Q: What are the notification requirements for non-software – hardware only material such as LCD Monitors, power supplies, button panels, backplane etc.?

A: No notification required.

Q: What are the notifications requirements for software Conversions, Upgrades & Replacements?

A: Yes, notification is required for these items.

Q: Will our technicians be allowed to carry non-software related parts into the casino and replace them on games that are down without notification?

A: Yes, as long as it is non software.

Q: Are emergency replacements permitted if we cannot meet the 5-day notification requirement?

A: Yes, emergency replacements are permitted. Please complete the Shipment Notification as required and state the emergency and provide the expected shipping dates for the emergency.

An emergency does not include poor planning for the 5-day notification requirement.