

Video Lottery Terminal Shipping Requirements

A written authorization is required before transporting Video Lottery Terminals within the State of Oregon. This authorization is an approval that is issued only by the Oregon State Police Tribal Gaming Section on behalf of the State of Oregon, for Tribal Gaming Casinos in Oregon. **The written authorization must accompany the terminal(s) at all times when being transported within the State of Oregon.**

The following information is required to be submitted at least **ten working days** before a proposed delivery date:

Vendor company name, address, phone number and point of contact Email address.

Casino name and the address Video Lottery Terminals will be shipped to or from.

Seal number unique to the shipment.

Dates the Video Lottery Terminals will be transported within the State of Oregon.

Expected Date of Delivery or Removal.

Quantity of Video Lottery Terminals being transported.

Serial number, theme, and denomination for each Video Lottery Terminal.

Changes to the approved shipment authorization (i.e. change of shipping date, change of seal number, etc.) can be requested no later than **72 hours prior** to the authorized delivery date.

Unapproved changes to the facts represented in the shipment authorization will render the authorization void, and the delivery vehicle will be turned away. The shipment authorization is issued exclusively for the items referenced on the document, and is valid only for the referenced vendor, seal and reference number. Any unauthorized shipments that are considered void may also be imposed a fine or fees at the discretion of the respective Tribal Gaming Commission, as authorized by their respective Gaming Ordinances.

Approved software must be shipped separately from the VLT, excluding hard drive technology where the game cannot initialize without the boot chips installed. If approved and documented by the Tribal Gaming Commission, hard drive technology software can be shipped with the VLTs, if the boot chips are shipped separately to the Tribal Gaming Commission.

An approved Oregon State Police Shipment Authorization allows for the shipment of Video Lottery Terminals (VLTs) to be transported from the Vendor / Manufacturer to a Tribal Gaming Casino in Oregon. Additional delivery stops in or out of the state of Oregon, at different gaming facilities is not permitted. This shipment authorization is valid for Oregon. Other jurisdictions may require authorizations to transport VLTs within their State.

VLTs that will be transported off Tribal lands to be destroyed will require a VLT shipment authorization.

Submit shipment authorization requests by email to tribalgamingosp@osp.oregon.gov

No verbal authorizations can be given. If you have any questions, please call 503-378-6999. Our business hours are Monday through Friday 8:00am to 4:00pm; excluding state holidays.