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DEPARTMENT OF REVENUE

Instructions for Completing Fingerprint Application

This guidance document is advisory in nature but is binding on the Nebraska Department of Revenue (DOR) until amended. A guidance document does not include internal procedural documents that only affect the internal operations of DOR and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

This guidance document may change with updated information or added examples. DOR recommends you do not print this document. Instead, sign up for the subscription service at revenue.nebraska.gov to get updates on your topics of interest.

CHARITABLE GAMING APPLICANTS ONLY

Neb. Rev. Stat. § 9-1,104 authorizes DOR to require certain license applicants to be fingerprinted for the purpose of checking their criminal history record information maintained by the Identification Division of the Federal Bureau of Investigation. The following applicants are subject to this requirement:

1. Any person applying for a license as a distributor, gaming manager, or manufacturer pursuant to the Nebraska Bingo Act;
2. Any person applying for a license as a distributor, manufacturer, pickle card operator, or sales agent pursuant to the Nebraska Pickle Card Lottery Act;
3. Any person applying for a license as a lottery operator, manufacturer-distributor, or sales outlet location pursuant to the Nebraska County and City Lottery Act; and
4. Any individual applying for a lottery worker license as a keno manager, or lottery worker with authority over the verification of winning number selection by an electrically operated blower machine pursuant to the Nebraska County and City Lottery Act.

Additional Requirements

- If the applicant is a corporation, the persons subject to this requirement include the officers, directors, and/or board members of the corporation, their spouses, and also includes any person holding an aggregate 10% or more of the debt or equity of the corporation. If any person holding 10% or more of the debt or equity of the applicant corporation is a corporation, partnership, or limited liability company, every officer or director of the corporation or partnership, every partner of the partnership, every member of the limited liability company, and every person holding 10% or more of the debt or equity of the corporation, partnership, or limited liability company are also subject to the fingerprinting requirement.
- If the applicant is a partnership, each partner and his or her spouse, and any officer or director of the partnership are subject to this requirement.
- If the applicant is a limited liability company, any member and his or her spouse are subject to this requirement.
- If the applicant is a nonprofit organization or nonprofit corporation, the individual designated as the manager by the nonprofit organization or nonprofit corporation is subject to this requirement.
- If the applicant is a sole proprietorship, the individual owner is subject to this requirement.

DOR may, at its discretion, require fingerprinting and a criminal background check of any individual directly or indirectly associated with an applicant in a consulting or other capacity which may impair the security, honesty, or integrity of the operation or conduct of the activities for which the application is made.

Exceptions to Fingerprinting Requirements

The fingerprinting of a spouse may be waived, provided a completed and notarized Affidavit by Spouse for Waiver of Fingerprinting is submitted for each individual with the application for license.

Fingerprinting is not required of any applicant who was fingerprinted in conjunction with a liquor license application filed with the Nebraska Liquor Control Commission.

Fingerprinting is not required of any debt holder which is a financial institution organized or chartered under the laws of Nebraska, any other state, or the United States and is subject to supervision by the Nebraska Department of Banking and Finance.

9-135-1993 Rev. 8-2026
Supersedes 9-135-1993 Rev. 6-2025

SPECIFIC INSTRUCTIONS

Fingerprint Cards. Many law enforcement agencies are now processing fingerprints digitally and submitting the fingerprints directly to the Nebraska State Patrol. Please be sure to indicate that the reason for obtaining fingerprints is for a Charitable Gaming License. If you need fingerprint cards, request them from the Nebraska Department of Revenue's Charitable Gaming Division, at 402-471-5949.

Fingerprinting may be done at the offices of any local law enforcement agency or by appointment at any Nebraska State Patrol Troop Headquarters in Grand Island, Omaha, Norfolk, North Platte, or Scottsbluff. In Lincoln, fingerprinting may be done by appointment at the Nebraska State Patrol, Criminal Identification Division, 3800 NW 12th Street.

Neither the Nebraska Department of Revenue nor Charitable Gaming Division does fingerprinting.

Please note that you are responsible for any fee charged by a local law enforcement agency to perform fingerprinting.

Maiden names should be inserted in the "Aliases AKA" block.

Fingerprints which are not rolled legibly will be returned by the Nebraska State Patrol.

Background Check Waiver Form. A Background Check Waiver form and a fingerprint processing fee of $75.00 per person is required for each person subject to the fingerprinting and criminal history check. The Background Check Waiver form can be obtained on the Charitable Gaming home page (revenue.nebraska.gov/gaming). Properly completed Background Check Waiver forms and a check payable to the Nebraska Department of Revenue for the required fees must be submitted to DOR.

- Do not send cash.
- You may combine the license fees and fingerprint processing fees in the same check.
- Send the license application form, Background Check Waiver form, and all applicable fees to the Nebraska Department of Revenue, Charitable Gaming Division, 137 NW 17th, PO Box 94855, Lincoln, NE 68509-4855.

If you have any questions, please contact the Charitable Gaming Division, at 402-471-5949. Additional information may be obtained from DOR's website at revenue.nebraska.gov/gaming.