



Required Documents for COAM Location License Application

(Applicable only for Locations with atleast one or more Class B Machines)

Document Checklist

All applicants for Coin Operated Amusement Machine (COAM) Locations with atleast one or more Class B Machines are required to complete and submit the documents listed below. Please utilize these instructions to prepare and mail the documents required to complete your COAM License application.

These documents must be submitted by each owner (top 10 primary owners, officers, partners, members, and shareholders):

- 1. Coin Operated Amusement Machine Application:** review the “Part 1 – Business Information” page and each owner’s specific “Part 2 - Personal Information” page of the attached application and sign on the designated signature line. Each owner’s signed “**Part 2- Personal Information**” page must be **notarized**.
- 2. Affidavit:** A signed and sworn (notarized) “Verification of Lawful Presence Within the United States” Affidavit verifying each owner’s lawful presence in the United States.

How to Fill Out the Affidavit:

- a) Legal Business Name – Prefilled as entered in the COAM website.
 - b) License Number – Prefilled by the COAM website.
 - c) Citizenship Status – Check any one of the three options that best describes your citizenship status.
 - d) If you are a qualified alien or non-immigrant under the Federal Immigration and Nationality Act, provide your alien number issued by the Department of Homeland Security or other federal immigration agency.
 - e) Provide the type of Secure and Verifiable Document that you will submit with your affidavit. Attached is a complete list of acceptable Secure and Verifiable Documents.
- 3. Secure and Verifiable Document:** A legible front and back copy of each owner’s applicable “Secure and Verifiable Document”. Attached is a complete list of acceptable Secure and Verifiable Documents.

Purpose of the Affidavit: Georgia Law (O.C.G.A. 50-36-1, et seq.) requires the GLC to verify the lawful presence within the United States of all applicants for licenses, and, when necessary, utilize the Systematic Alien Verification for Entitlements (SAVE) Program to confirm an applicant’s lawful presence in the United States. The SAVE Program is an intergovernmental information-sharing initiative designed to assist Federal, State government agencies and non-governmental agencies, such as licensing bureaus, in determining an individual’s immigration status. The information provided by SAVE will ensure that only entitled applicants will be granted the license for which they applied. SAVE only provides the immigration status of these individuals and does not make determinations or recommendations regarding a non-citizen’s eligibility for the license.

- 4. Photo Identification:** Attach a copy of one of the following forms of photo identification to the printed version of their application:
- Driver's License
 - Identification Card issued by Georgia or another state
 - U.S. Armed Forces Identification Card
 - U.S. Passport or Resident Alien Card
- 5. Explanations:** Each applicant (primary top 10) that answered yes to any of the questions listed on the "Part 2 - Personal Information" page of their application, should provide explanations on a separate sheet of paper and attach to the printed version of their application.

Note: Your application cannot be renewed or approved until all the documents are completed and returned to the Georgia Lottery.

Mail the documents listed above for each of the primary (top ten) owners, officers, partners, members and shareholders to the following address:

**Georgia Lottery Corporation
COAM Department
P.O. Box 56927
Atlanta, GA 30343**

Acceptable Secure and Verifiable Documents

Under O.C.G.A. § 50-36-2

- An unexpired United States passport or passport card
- An unexpired United States military identification card
- An unexpired Driver's license or Identification Card issued by one of the United States, District of Columbia, Commonwealth of Puerto Rico, Guam, Commonwealth of the Northern Marianas Islands, United States Virgin Island, American Samoa, or Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer.
- An unexpired Tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at: <http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm>
- An unexpired United States Permanent Resident Card or Alien Registration Receipt Card
- An unexpired Employment Authorization Document that contains a photograph of the bearer
- An unexpired Passport issued by a foreign government, provided that such passport is accompanied by a United States Department of Homeland Security (DHS) Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual's lawful immigration status or other proof of lawful presence under federal immigration law.
- An unexpired Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard.
- An unexpired Free and Secure Trade (FAST) card.
- An unexpired NEXUS card.
- An unexpired Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card.
- An unexpired Driver's license issued by a Canadian government authority.
- Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570)
- Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570)
- Certification of Report of Birth issued by the United States Department of State (Form DS-1350)
- Certification of Birth Abroad issued by the United States Department of State (Form FS-545)
- Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240)
- An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit.