



EXTERNAL MOVE REQUEST

(Rev. 08/16)

Request to move to a new address different than the physical address of licensed location. The request must include \$25 fee in order to be processed.

Mail request to:

TEXAS LOTTERY COMMISSION
Attn: Retailer Licensing
PO Box 16630
Austin TX 78761-6630
Fax: 512-344-5253

Make a copy for your records and call 800-375-6886 within 5 business days to confirm receipt of request and payment.

DATE: _____

FROM: _____

TITLE: _____
(Must be owner, officer or corporate contact)

BUSINESS NAME: _____

RETAILER ID #: _____

I am requesting an external move of my lottery terminal. Included is the \$25 fee.

CURRENT PHYSICAL ADDRESS

City State Zip Code

NEW PHYSICAL ADDRESS

City State Zip Code

MAILING ADDRESS (SAME?) Yes No If no, enter mailing address:

City State Zip Code

We will be at the new location as of the following date: _____

STORE PHONE NUMBER (SAME?) Yes No If no, enter new phone number: (____) _____

Contact person _____ Contact phone number (____) _____

sign here ▶ _____
Signature Print Name