

# Texas Lottery® Retailer Support

February 5, 2016

## Frequently Asked Questions – License Renewal

### How do I renew my Texas Lottery Ticket Sales license?

Texas Lottery retailers may now renew their license online via the Lottery Services Portal (LSP). As early as four months before your license expires, you may update your information and submit payment through the website.

To sign up for the LSP, visit [tx.gtechlsp.com](http://tx.gtechlsp.com) or [txlottery.org](http://txlottery.org). A licensed owner or officer must sign up for the service for account access. You may then choose to provide access to other users.

Retailer Services staff can help you sign up for the LSP or send you a renewal application by regular USPS mail, fax or e-mail. When you review your renewal application, please confirm all information is up-to-date. Be sure to provide any missing information and changes to owners or officers. You must also notify the Texas Lottery of any change to your business structure such as a sole proprietor becoming a partnership or corporation.

You must renew your Texas Lottery license every two years by filing a renewal application and paying the \$15 renewal fee before your license expires. The sale of Texas Lottery tickets is prohibited without a current license which should be displayed prominently at your business location.

If you do not complete the renewal process online, a renewal application packet will be mailed to you two months before your license expires. If you need a license renewal application, please request a replacement copy by contacting Texas Lottery Retailer Services.

If you have any questions about your license or status of your renewal, contact us at:

**800-375-6886**

or

**[RetailerWebHelp@lottery.state.tx.us](mailto:RetailerWebHelp@lottery.state.tx.us)**

Our business hours are 7:00 a.m. to 5:30 p.m. Monday - Friday. Your Lottery Sales Representative also may assist you with any questions or you may visit our website at [txlottery.org](http://txlottery.org).



**SUPPORTING TEXAS EDUCATION  
AND VETERANS**