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A photograph of two men in a warehouse or loading dock, wearing uniforms and caps, handling large cardboard boxes. The scene is overlaid with a red tint. The man on the left is leaning over a box, while the man on the right is standing and looking down at it. The background shows the interior of a truck or a large storage area with metal beams.

# BEST PRACTICE MODEL FOR SHIPMENT OF ELECTRONIC GAMING DEVICES AND SOFTWARE



AMERICAN  
GAMING  
ASSOCIATION

## OVERVIEW

This best practices guide is intended to establish a standard industry protocol that allows for the uncomplicated movement of electronic gaming devices into, within, and outside a jurisdiction while still upholding the integrity of gaming. This guide is not meant to cover the movement of electronic gaming devices within or off the floor of a casino.

Parties involved in the transportation of electronic gaming devices must be registered annually with the U.S. Department of Justice and comply with the requirements of the Gaming Device Act of 1962, 15 U.S.C. ch. 24 (The Johnson Act). Parties must also be licensed by the jurisdiction where gaming devices are being shipped or delivered, where required.

## DEFINITIONS

*“Fully assembled”* device means an approved electronic gaming device that is configured with all components so that it is not rendered inoperable and with software embedded.

*“Software”* means operating media, game media, configuration media, and any other type of media that aids in the operation of an electronic gaming device and required to be approved for use in a jurisdiction.

## SHIPMENTS TO GAMING LOCATIONS

Parties may direct shipments of fully assembled devices to an applicant, if permitted by jurisdictional law, licensee, or other gaming agency approved location.

Gaming devices that have been tested by a testing lab and approved for use in the destined jurisdiction may be shipped and delivered fully assembled.

The cargo area of a transportation carrier must be sealed with a unique identification number seal and identified in the shipping notification filed with the appropriate gaming agency, where required.

Shipments to multiple properties shall be permitted as long as machine(s) destined for other properties within or outside the state are sealed independently with a unique seal identification number or the transportation carrier cargo area is resealed with a unique seal identification number after each delivery and before movement of the carrier to the next location. The unique seal identification number for devices to be delivered must be reported to the respective jurisdictional gaming agency in a corresponding shipping notification, where required.

Replacement software for electronic gaming devices will be shipped to the appropriate receiving party and a shipping notification will be filed, as required by jurisdictional requirements.

# NOTIFICATION OF SHIPMENTS

Written notification of devices to be shipped into, within, or outside the state, shall be filed with the appropriate gaming agency/agencies.

Unless a gaming agency allows a post notice of shipment or notice of shipment 24-hours prior to shipment, notification of shipment for electronic gaming devices or software only shipments shall be filed with the appropriate gaming agency/agencies 5 calendar days prior to shipment.

A standardized shipment notification form/template shall be used for shipping notifications and contain the following information:

- Company name, trade name, and business address of entity supplying or removing devices.
- Contact name, telephone number, and e-mail address for the company representative submitting the shipping notification.
- Reason for shipment.
- Date of shipment.
- Company name, trade name, and address of ultimate owner, and location where devices are to be delivered.
- Contact name, telephone number, and e-mail address for the company representative responsible for the receipt of electronic gaming devices.
- Expected date and time of delivery.
- Method of shipment and name, business address, and telephone number of transportation carrier.
- Total number of electronic gaming devices or approved software components to be shipped.
- Serial number, model number, theme, software set description, and corresponding number of each type of device or approved software components to be shipped.
- If the origin of the electronic gaming device being transported to a jurisdiction is outside the U.S., the port of exit from that jurisdiction, and point of entry into the U.S.
- If the electronic gaming device is being transported to a destination outside the U.S, the port of exit from the U.S.
- Unique transportation carrier cargo area seal number or product serial number in cases of shipments destined for multiple locations.

Electronic gaming devices shall only be delivered during normal business hours.

