



HEADQUARTERS

PO Box 43000

Olympia WA

98504-3000

Phone: 360.664.4720

www.walottery.com

Dear License Applicant:

As Americans with Disabilities Act (ADA) Coordinator for Washington's Lottery I would like to add my welcome to you as a possible new retailer. I would also like to offer my assistance to you regarding the Lottery's accessibility requirements.

The Lottery has an obligation to assure that our products and services are accessible to all eligible individuals who wish to play Lottery games. As a part of the contract process you will be asked to self certify that your location is in compliance with federal and state accessibility requirements. Your assessment of your location may identify barriers to accessibility that cannot be easily resolved. If this is the case, you may submit a Plan for Compliance that identifies the problem area(s), anticipated cost of alterations, and expected completion date to me. The expected completion date must be no later than 90 days from the day you first sell Lottery tickets, unless you request and are granted an exception. You will be advised whether your Plan for Compliance has been approved. This approval may be substituted for an Accessibility Affidavit until you have removed the barriers and submitted a completed Accessibility Affidavit.

Your Accessibility Affidavit or Plan for Compliance must be submitted before you can receive a Lottery license. A physical survey of your location will be conducted on a random basis, as well as in response to any complaints received by my office regarding your accessibility.

A summary of the Lottery's general accessibility requirements is enclosed. Each location has unique circumstances. You will find much more information about ADA compliance requirements, resources, and tax credits available on our web site at <http://www.walottery.com/RetailersArea/Become/Accessibility/Default.aspx>. You may also call (360) 664-4815 if you prefer to receive an information packet by mail.

Making Lottery programs and services accessible to all eligible individuals wishing to play the Lottery games is fair, reasonable, and the right thing to do. It is a good business decision for you, your customers, and Washington's Lottery. Thank you for your cooperation and support of this program. Please feel free to call me with any questions you may have. I can be reached at (360) 664-4815.

Sincerely,

Debbie Robinson
ADA Coordinator

Enclosures