

1.	Name of service	<b>Entering of the Game Machine into Game Machines List</b>
2.	Recipients of service	Legal person
3.	Type of service: electronic/ non-electronic	non-electronic
3.1.	Link to electronic service	-
3.2.	Link to online application form ( <i>when electronic service unavailable</i> )	-
4.	Timeframe of service	Within 20 working days
5.	Fees of service	31 EUR
6.	Cross-border payment measures and procedure	Beneficiary of the state fee – State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania.  The fee shall be paid to the budget revenues collection account
7.	Description of process for obtaining a service	The game machine passport, seal and special game machine badge shall be issued according to the declaration of intention to operate game machine (hereinafter - declaration) filled in by the operator, the game machine shall be entered in the list of game machines which shall be completed electronically and published on the website of the Gambling Control Authority under the Ministry of Finance of the Republic of Lithuania. The game machine passport, the seal and the special game machine badge shall be handed over to the operator on arrival at the Control Authority or sent by registered mail to the address of the registered office or domicile indicated in the declaration.
8.	List of documents to be submitted to obtain a permit	The operator wishing to operate the game machine (s) shall provide:  1. A declaration in the form prescribed by the Control Authority, where the name, address or registered office of the game machine operator and or the name, surname and permanent address of residence, if the game machine operator is a natural person, the contact details, the models, manufacturers and manufacture numbers of game machines, the names of the games, the security features of the electronic counters, the number and

		<p>location of seals on the mechanical counters, the number of game machines to be operated, the address (es) of the game machine operation location. The declaration form shall be published on the website of the Control Authority;</p> <p>2. Technical description of the game machine prepared by manufacturer of the game machine or by supplier of declaration;</p> <p>3. Manufacturer's declaration (certificate) or certificate of accredited body certifying the conformity of the game machine model with the requirements of electromagnetic compatibility and safety of electrotechnical products.</p> <p>4. Picture of game machine;</p> <p>5. Organizer who has stated in the declaration that he has the passport (s) and the special badge (s) of the gaming machine (s) issued by the State Metrology Service under the Ministry of Environment, shall submit these documents together with the declaration to the Control Authority.</p> <p>6. A copy of the Individual Economic Activity Certificate (if the declaration is submitted by a natural person who is self-employed).</p>
9.	Contact details of the authority providing a service (position of responsible employee, name and surname, e-mail, phone no.)	<p>1. Chief Specialist, acting temporarily as Head of Division, Karolina Mlečkaitė Phone No +370 5 233 6246, e-mail <a href="mailto:karolina.mleckaite@lpt.lt">karolina.mleckaite@lpt.lt</a>;</p> <p>2. Chief Specialist Vitalija Liaukevičienė Phone No +370 5 233 6246, e-mail <a href="mailto:vitalija.liaukeviciene@lpt.lt">vitalija.liaukeviciene@lpt.lt</a>;</p> <p>3. Chief Specialist Martynas Vosylius Phone No +370 5 233 6246, e-mail <a href="mailto:martynas.vosylius@lpt.lt">martynas.vosylius@lpt.lt</a></p>
10.	Information concerning available remedies	In accordance with the procedure established by the Law on Administrative Proceedings of the Republic of Lithuania.
11.	Contact details of organisations from which providers or recipients can obtain practical assistance	-