

1.	Name of service	Issuing Permit to Open Gaming Establishments (Casinos), Machine Halls, Bingo Halls
2.	Recipients of service	Legal persons
3.	Type of service: electronic/ non-electronic	electronic/ non-electronic
3.1.	Link to electronic service	https://www.epaslaugos.lt/portal/service/24845/13221?searchId=1513e55f-94a2-4a05-b388-92917a1dc961
3.2.	Link to online application form (when electronic service unavailable)	-
4.	Timeframe of service	Within 30 working days
5.	Fees of service	1209 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	<p>1. The applicant submits application by logging both as individual (FA) and legal person (JA) and choosing “submit application”.</p> <p>2. The applicant shall initiate the filing of the application. The form fields are provided depending on the service selected and who submits the request. Some of the fields of the application are filled in automatically. Autofill information cannot be modified by the applicant. Fields not filled automatically shall be filled in manually by the applicant.</p> <p>3. The information filled out in the application (both filled in automatically and manually) is used to form the application document.</p> <p>4. The specialist of the supervisory authority may review the application submitted by the applicant. The application submitted to the specialist shall be accompanied by additional related information, e. g. legal form of the legal entity received from register of legal persons (JAR).</p> <p>5. After reviewing the submitted application and the information related to the application, the specialist of the Control authority shall make a decision on the application: to inform about the positive decision; to inform about a negative decision; to inform of any necessary adjustment.</p>

		<p>6. If the specialist of the Control authority chooses to inform the applicant of the necessary adjustment, he shall indicate which details need to be corrected. The information entered in the applicant's application may not be corrected by a specialist of the institution. The application must be adjusted within the deadline set for revising the request.</p> <p>7. If the specialist of the Control authority has decided that the application should be revised the task of revising the application shall be sent to the applicant. The applicant may correct only the data of the application which is requested to be corrected.</p> <p>8. If the specialist of the Control authority chooses to inform the applicant of the positive or negative decision, the information on the positive or negative decision shall be provided.</p>
8.	List of documents to be submitted to obtain a permit	<p>1. Gaming regulation draft (2 copies) in print and electronic format (stored in computer media in doc, docx formats). (If the company does not have an approved gambling regulation, the type of gambling for which permission is sought). When ordering an e-service, the gaming regulation draft shall be provided only in an editable electronic format.</p> <p>2. Description of gaming devices.</p> <p>3. Documents certifying the ownership of the gaming devices to be used by the company or copies of the leasing agreements for the purchase of these gaming devices.</p> <p>4. Copies of certificates issued by accredited organizations (laboratories), attesting the conformity of gaming devices to be used to the requirements established by the Gaming Law of the Republic of Lithuania (Article 16 Part 5) and by the Gaming Control Authority.</p> <p>5. Information on gaming location:</p> <p>5.1. plan of the premises based on cadastral data confirming that the room is isolated;</p> <p>5.2. information on whether the gambling venue will be subject to currency exchange, restaurants, bars, concert activities. In this case, a copy of the rental agreement shall be provided;</p> <p>5.3. documents evidencing the right to ownership to the premises foreseen for operation of gaming activity or a copy of the lease or leasing contract for the premises and an extract from the public register of the registration of the transaction;</p> <p>5.4. explanatory letter indicating the address of the gambling location, the unique building number, the unique room number, the indices and the area where the gaming activity will be operated.</p> <p>6. Rules governing the payment of entrance fees to gaming machine halls, bingo halls or gaming establishments (casinos) (if any).</p>

		<p>7. List of employees (head of gaming location administration, his deputies, chief financial officers and customer service staff) who will work if a gambling operation permit is issued, indicating names, surnames, personal identification numbers. The list shall include copies of the identity documents of the indicated natural persons, copies of certificates from the IT and Communications Department under the Ministry of the Interior of the Republic of Lithuania certifying the employees' compliance with the requirements of Article 11 of the Gaming Law, consent of employees to transfer their data to the State Security Department, the Financial Crime Investigation Service under the Ministry of the Interior of the Republic of Lithuania and the Police Department under the Ministry of the Interior of the Republic of Lithuania.</p> <p>8. The consent of the Municipal Council to establish a gaming establishment (casino) in the municipality (in the case of a company applying to the Control Authority for permission to open a gaming establishment (casino)).</p> <p>9. The application of established form to enter gaming devices in the Lithuania gaming devices register (application form http://www.lpt.lt/lt/paslaugos/prasymai/?docid=3).</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 karolina.mleckaite@lpt.lt;</p> <p>2. Chief Specialist Vitalija Liaukevičienė Phone No +370 5 233 6246, e-mail vitalija.liaukeviciene@lpt.lt;</p> <p>3. Chief Specialist Martynas Vosylius Phone No +370 5 233 6246, e-mail martynas.vosylius@lpt.lt</p>
10.	Information concerning available remedies	In accordance with the procedure established by the Law on Administrative Proceedings of the Republic of Lithuania, the decision can be appealed to the Supreme Administrative Disputes Commission or the Vilnius Regional Administrative Court within one month from the receipt of the decision.
11.	Contact details of organisations from which providers or recipients can obtain practical assistance	-