



MGC Administrative Processes for EGD Activity

Shipment, Installation, Movement, Conversions, Modifications, Removal and Storage

Shipment and/or transport

- a. The shipment and/or transport of EGD's, gaming systems, permitted and/or certified hardware, software or associated equipment into or out of the Commonwealth of Massachusetts must be submitted to the MGC five (5) business days prior to the commencement of the activity.
- b. Request must be written, electronic, or other means deemed acceptable by the MGC.
- c. The requesting manufacturer or operator must be licensed in the Commonwealth of Massachusetts.
- d. If the requesting manufacturer is not yet licensed in the Commonwealth of Massachusetts they must have completed and submitted their licensing application. In addition the requesting manufacturer must provide proof of licensure in one of the following states or jurisdictions: Nevada, New Jersey, Maryland, Pennsylvania or Ohio.
- e. The shipment and/or transport request must contain the following information:
 - i. Origin and date of departure
 - ii. Destination and date of arrival
 - iii. Name, address and contact information of the carrier
 - iv. Reason for shipment
 - v. List of equipment being shipped (MS Excel preferred). The following detail should be included:
 1. Intended location at the destination location (storage, floor location, training room, lab, etc.)
 2. Serial number
 3. Model number
 4. Description of product
 5. MGC Permit Number (as of 6/26/15)
 6. EPROM, OS or software version
 7. Cabinet type (slant top, upright, bar top)
 - vi. Any applicable approval letters, test results or certification documentation.
- f. Once received the request for shipment and/or transport will be reviewed and verified by the MGC for accuracy and completeness.
 - i. The manufacturer or operator may proceed with the shipment and/or transport as described after waiting the required 5 business days.
 - ii. If the documentation is incomplete the MGC may deny the requested shipment and/or transport. The MGC will notify the requesting party of any deficiencies, missing documentation or the specific reason for denial so that any issues may be corrected and the request resubmitted.

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Massachusetts Gaming Commission