

# NEBRASKA RACING AND GAMING COMMISSION

## SHIPPING REQUIREMENTS POLICY

Revised 3/2026

The Nebraska Racing and Gaming Commission (NRGC) requires prior approval for the shipment of certain regulated gaming equipment and materials as outlined below.

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### I. ITEMS REQUIRING PRIOR NRGC SHIPPING APPROVAL

An approved NRGC Shipping Form is required **prior to shipment** of the following items:

- Electronic Gaming Device Cabinets
  - Software (including updates and conversions)
  - Progressive Controllers
  - CPUs
  - Table Game Layouts
  - Shufflers
  - Cards
  - Dice
  - Chips
  - Bill Validators (notification only no approval required)
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### II. SHIPPING FORM REQUIREMENTS

#### 1. Submission Timeline

The completed NRGC Shipping Form must be submitted **at least five (5) business days prior to the shipment date**, excluding State-observed holidays (see Section V).

#### 2. Prior Approval Required

The shipment request **must receive NRGC approval prior to shipment**.

Requests submitted outside the required timeframe may be denied.

#### 3. Complete Documentation

- The shipping form must be fully completed.
- Incomplete or invalid forms may result in delays or denial.

#### 4. Separate Forms Required

- A separate shipping form is required for each destination address.
- A separate shipping form is required for each order number.

#### 5. Carrier Requirement

The completed and approved shipping form must be **in the possession of the carrier** during delivery of the listed equipment or devices.

#### 6. Approved Destinations Only

Suppliers may only ship to NRGC-approved destinations.

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### III. ADDITIONAL DOCUMENTATION REQUIREMENTS

#### Software Shipments

Vendors must attach the applicable **GLI or BMM certification letter for each software file number** being shipped. Failure to provide the required certification will delay the shipping approval process.

#### Cards, Dice, and Chips

Vendors must attach the **original NRCG approval documentation** for the items being requested for shipment.

### **Gaming Machines**

The **seal number is required** and must be listed on the NRCG Shipping Form.

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#### **IV. FAILURE TO COMPLY**

Failure to comply with these requirements may result in denial of shipment authorization and/or regulatory action.

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#### **V. STATE OF NEBRASKA OBSERVED HOLIDAYS**

*(Excluded from the Five-Business-Day Calculation)*

- New Year's Day – January 1
  - Martin Luther King, Jr. Day – Third Monday in January
  - President's Day – Third Monday in February
  - Arbor Day – Last Friday in April
  - Memorial Day – Last Monday in May
  - Juneteenth National Independence Day – June 19
  - Independence Day – July 4
  - Labor Day – First Monday in September
  - Indigenous Peoples' Day / Columbus Day – Second Monday in October
  - Veterans Day – November 11
  - Thanksgiving Day – Fourth Thursday in November
  - Day After Thanksgiving – Friday following Thanksgiving
  - Christmas Day – December 25
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#### **VI. QUESTIONS**

For questions regarding shipping requirements or submission procedures, please contact:

#### **NRCG Shipping**

[nrgc.shipping@nebraska.gov](mailto:nrgc.shipping@nebraska.gov)