

# GAMING LICENSE APPLICATION GUIDE

## PURPOSE

The purpose of this guide is to provide information and talking points to inform the candidate on what to expect while completing the Gaming License Application.

## WHAT TO EXPECT

- You will receive an email invitation to complete the gaming license application. Please note—this is separate from your employment application.
- You will be assigned to a Gaming Commission Investigator. This person will be your contact for any application revisions that are needed. You will receive a text message from the Gaming Commission with the name of your Investigator within 24 hours of scheduling your appointment.
- Any corrections to your gaming license application will be sent to you via email with notes on revisions.
- Your gaming appointment will take approximately 15 – 30 minutes. At this appointment you will meet with your Gaming Commission Investigator, do your fingerprints, and then go to Talent Acquisition for on-boarding.

## GUIDE TO COMPLETING YOUR GAMING LICENSE APPLICATION

### SECTION 1:

- Full Legal Name—no nicknames.
- Other Name: This is specifically for maiden names, previously married names, or adoptive names. Include the year you began using that name and the year you changed it.

### SECTION 2:

- Address: Full and complete—No PO Boxes for current addresses.
- Residences for the last 10 years—where you lived, not where your mail was sent.
  - No gaps in dates.
  - Must include college residences. This can be the university address and not the exact dorm room address.
  - If military, use the military base name if possible, city and state.
  - If outside of the US, enter the address, city and N/A for the state and zip.
  - If homeless, enter homeless but include the city, state and county.
    - Gender: The Gaming Commission will recognize the stated gender on the state or federal issued identification.
    - BCIS: Enter the “a” number and expiration date. If it does not expire, put N/A.

### SECTION 3:

- You must provide paperwork on any offense that occurred within the last 10 years.
  - Felonies
    - Must include all of the information on the arrest date, charge, location and outcome regardless of time frame or the outcome.
    - Disclosing a felony will not automatically deem the applicant ineligible for a gaming license.
  - All offenses in the last 10 years
    - No need to re-enter any felonies listed above.
    - Must include all information on arrest date, charge, location and outcome.
    - Traffic offenses (DWI is not traffic) do not need to be listed.
    - Listing criminal offenses will not automatically deem the applicant ineligible.

# GAMING LICENSE APPLICATION GUIDE

## SECTION 4:

- Employment
  - Must include all employment, regardless of status for the last 5 years. 10 years required for security/surveillance positions.
  - If employed through a temp agency, list the agency—not the company where you were placed.
- Businesses Owned
  - Only include those that the applicant owned or partly owned within the last 5 years.
- References
  - The Gaming Commission will reach out to all of your references. You will need 4 of them.
    - 1 can be a relative
    - The other 3 can be anyone that knew you at any of the addresses provided.
  - You must enter their full name, complete address and their preferred method of contact.
  - References must be able to speak English or read/write English if emailing.
- Business Relationships with Indian Tribes
  - List any tribal affiliations/enrollments.
- Business Relationships with the Gaming Industry
  - List any casino that you previously were employed or are currently employed.
- Gaming Licenses
  - List the agency or agencies with which you held a gaming license.
  - List and licenses that were denied, revoked or suspended.
- Occupational Licenses
  - List any licenses held with a state or federal agency.

## SECTION 5:

- High School
  - If currently attending high school or GED program, list the name of the school or program with the word “Attending” after it.
  - If you graduated high school, list the school and include the graduation date.
  - If you completed a GED program, enter the GED testing facility and be sure to include the date you received your GED.
  - If you did not graduate high school, list the last high school you attended and select “did not complete”
- Colleges
  - List and universities, colleges, technical colleges, community colleges or any other post-secondary education facility that you attended regardless of if your completion status.
  - If you completed a degree/certification, enter all fields completely.
  - If you did not complete, enter approximate years you attended and check “did not complete”.
- Military
  - If you were discharged within the last 10 years, please provide the Gaming Commission with a copy of your DD-214 form. Needs to contain fields 23-30.