

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.

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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.